

# Student Handbook

**2025-26**



## Special Notice

The content of this document is provided for the information of the student and their families. It is accurate at the time of printing but is subject to change from time to time, as deemed appropriate by the College in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such changes may be implemented without prior notice and obligation and, unless specified otherwise, are effective when made.

An updated handbook will be made available to the College community via the College's website. Each student will be held accountable for having read and understood the information contained in this Student Handbook, for becoming acquainted with all policies, rules, and regulations promulgated by the College, and for being aware of the mission and philosophy of the College.

Endicott College is an affirmative action/equal opportunity employer and is committed to the principles of equal employment and complies with all federal, state, and local laws and regulations advancing equal employment. The College's objective is to employ individuals qualified and/or trainable for open positions by virtue of job-related education, training, experience, and qualifications without regard to sex, race, religion, color, age, physical disability, sexual orientation, national or ethnic origin or citizenship, veteran status, genetic information, pregnancy, or any other status protected by law.

Endicott College is accredited by the New England Commission of Higher Education. Accreditation of an institution by the New England Commission of Higher Education indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer-review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Commission of Higher Education is not partial, but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the status by the New England Commission of Higher Education should be directed to the administrative staff of the institution. Individuals may also contact NECHE directly.

New England Commission of Higher Education  
3 Burlington Woods Drive, Suite 100  
Burlington, MA 01803-4514  
781-425-7785  
[info@neche.org](mailto:info@neche.org)

Revised September, 2018

# Emergency, Safety, & Community Resources

<b>College Resource</b>	<b>Phone Number</b>
Public Safety & Police	978-232-2222
Residence Life	978-232-2141
Dining Services	978-232-2110
Wellness Center ● Counseling Services ● Health Services	978-232-2104
Endicott Center for Teaching & Learning	978-232-7735
Facilities Management	978-232-2351
Student Affairs	978-232-2206
Title IX Coordinator	978-998-7746
Vice President of Finance	978-232-2292
Vice President & Chief Diversity Officer	978-232-3096
Provost	978-232-2292
President	978-232-2000

# Mission & Values

## **Mission Statement**

Inspire leadership through transformational learning.

Approved by the Endicott College Board of Trustees, 2023

## **Statement of Understanding**

Endicott College is committed to providing an educational experience that will encourage students to view the concept of diversity from a variety of perspectives in order to foster understanding and ultimately greater respect and acceptance among individuals. Embracing diversity means understanding and respecting our individual differences, which includes the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, differing abilities (e.g., physical, emotional, and cognitive), and religious and political beliefs. Central to the exploration of the differences and similarities among individuals is the need to offer a safe, positive, and supportive environment. The goal is to reach a greater understanding of each other and to move beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

Statement of Understanding adopted by the Endicott College Board of Trustees—February 2005

## **The Strength of Our Community: Our Common Values and Beliefs**

At Endicott, we come together as a community of learners, seeking to grow in wisdom and knowledge. Though our personal and professional goals may vary, the College's founding principles of respect, trust, integrity, and commitment continue to guide us. College is a time for exploration and self-examination, for intellectual freedom and new ideas. It is a place where diversity and individuality should be celebrated and fostered; it is also a place where the rights and responsibilities of the individual should be examined in the context of the social contract.

We believe that a community's strength depends on a common core of beliefs and values. At Endicott, we believe that we are strongest when students, families, faculty, and staff work together in mutual respect. Our interaction becomes the fabric of the Endicott experience, and it determines our success.

### **We Believe That:**

- Commitment and hard work lead to success.
- Individual rights and group rights begin and end with responsibility and accountability.
- Mutual respect among students, families, faculty, staff, and the greater community should be inherent in all our interactions.

- Each person should strive to achieve their fullest potential, and our community should foster that growth.
- Each person should reflect on and take responsibility for their words and actions, in the context of both personal growth and the welfare of others.
- As a community of learners, each of us succeeds when we contribute to an environment that is rich in opportunity and understanding.
- Our goal is to graduate individuals with skills, attitudes, and character traits that will make them productive and successful in their own lives and their communities.
- These values and beliefs are central to our mission as an institution of higher learning. Working together, we can create a community of learners who are committed to achieving their individual and collective best.

# Welcome from the President

## Welcome to Endicott!

Congratulations, and welcome to the Nest!

Whether you are arriving at Endicott College for the first time or returning to continue your journey, welcome. As a member of this vibrant and supportive community, you are part of something truly special—where learning is lived, relationships are meaningful, and every experience is a chance to grow.

At Endicott, you are never alone on your path. Through our renowned *Endicott Experiential Edge*—a commitment to hands-on learning through internships, career exploration, and real-world engagement—you gain the knowledge and confidence to pursue your passions and shape your future. Our tight-knit campus culture ensures that you are surrounded by faculty, staff, and fellow students who will encourage you to succeed every step of the way.

Let this *Student Handbook* serve as your guide. Inside, you'll find the resources, policies, and opportunities that will help shape your college experience. From academic support and career planning to student organizations, athletics, and wellness services, there are endless ways to get involved and make the most of your time here.

As a Gull, you are part of something bigger. Every voice contributes to the strength of our community—and every action helps build the inclusive, innovative, and engaged environment that defines Endicott College. I encourage you to dive in, take initiative, and live the values that make the Nest so special.

I wish you tremendous success in the journey ahead. At Endicott, your experience will be uniquely yours—but you will never walk it alone.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Cain".

Bryan Cain, Ph.D.  
*Acting President*

# Table of Contents

Special Notice	1
Emergency, Safety, & Community Resources	2
Mission & Values	3
Welcome from the President	5
Table of Contents	6
College Policies & Procedures: Endicott College Student Code of Conduct	22
College Policies & Procedures: General College Policies	23
College Policies & Procedures: Residence Life	48
College Policies & Procedures: Public Safety and Police	70
College Policies & Procedures: Parking & Traffic Regulations	74
Getting Involved: Student Clubs & Organizations	76
Getting Involved: On-Campus Marketing & Publicity	78

# College Policies & Procedures: Endicott College Student Code of Conduct

Endicott College is committed to creating a community of learners in which student growth, development, and maturity are fostered in the classroom, across the campus, and in professional settings. Foremost in this community are commitments to respect, civility, trust, and understanding. The student conduct system is in place to protect the core mission of the College, to foster the growth of the individual student in a safe and secure learning environment, and to protect the welfare of the College community.

Each student is expected to make choices that preserve a safe and secure environment in which all individuals can pursue their academic endeavors, to practice responsible citizenship, to respect the rights of others, and to be accountable for their own actions and the conduct of their guests. All students and their guests are expected to be aware of and abide by this Student Code of Conduct (“Code”). Failure to uphold College rules and expectations as well as federal, state, and local laws and regulations may result in student conduct action under the authority of this Code.

## **PURPOSE**

The purpose of publishing student conduct policies and procedures is to give students general notice of prohibited behavior and their rights and responsibilities during the student conduct process. The purpose of campus student conduct proceedings is to provide a process through which to determine whether or not a student is responsible for violating College regulations. This Code establishes and details student rights and responsibilities within the College student conduct system. The Code seeks to preserve the individual rights of students while ensuring that the interests of the entire College community are also maintained.

## **I. APPLICABILITY**

- A. The Code applies to the conduct of all students on-campus and in Endicott leased spaces. The Code also applies to off-campus conduct of students in any location that, in the College’s judgment, involves or affects the College or other members of the College community, such as conduct in connection with:
  1. Academic work or other College-related educational activities and experiences, such as class projects, field trips, study abroad, student teaching, or internships;
  2. Activities sponsored, conducted, or authorized by the College or its student organizations;
  3. Activities that cause or threaten harm to the health, safety, well-being, or property of the College or members of the College community, including the student himself; or
  4. Activities that unreasonably disturb the peace and privacy of the student’s neighbors when living off-campus.

- B. The Code applies to conduct by a student while a student, even if it occurs outside of an academic term or when the student is not otherwise enrolled at the College and even if the College does not learn of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent from the College.
- C. Students also continue to be subject to federal, state, and local laws while at the College. While those laws are separate and independent from the Code and impose different standards, violations of them may also constitute violations of the Code. In such instances, the College may take action under the Code, independent of any other legal proceeding involving the same conduct, and may impose consequences for violation of the Code even if such other proceeding is not yet resolved or is resolved in the student's favor.

## **II. AUTHORITY FOR STUDENT CONDUCT**

- A. Ultimate authority over student conduct is vested in the president of the College ("President"), who may take immediate action at their discretion for any violation of College policies or procedures whatsoever. As an ordinary matter, the president has delegated authority over student conduct to the Dean of Students, who may delegate and exercise it consistent with these procedures.
- B. The Dean of Students (or designee) reserves the authority to take immediate, necessary, and appropriate action to protect the health, safety, and well-being of an individual and/or the College community. The Dean of Students (or designee) may take an interim action to remove a student from College housing, restrict a student's access to and movement about the campus, and/or suspend a student from the College whenever the continued presence of the student at the College is deemed to pose a serious threat to themselves or to others or to the stability and continuance of normal College functions. The interim action shall become effective immediately upon delivery of oral or written notification to the student or their designee. A hearing or conference will be granted as soon as possible.
- C. With respect to the undergraduate campus students, the Office of Student Affairs, under the direction of and guidance from the Dean of Students (or designee), is responsible for administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with College policies and procedures.
- D. Student conduct action may be pursued for any violation of College policy, or state, federal, or local law on or off College premises by a student that affects the College's interests and/or is inconsistent with the College's expectations for students.
- E. Student conduct action may be pursued to address the behavior of a student organization (as an entity) when members of the student organization have engaged in potential violations of this Code.

### **III. PROHIBITED CONDUCT**

The following prohibited behaviors and activities are prohibited and may result in student conduct action under the Endicott Student Code of Conduct. Commission of or attempts to commit these acts, condoning, supporting, or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts may be treated as violations of this Code.

1. [\*\*Violation of the Nondiscrimination Anti-Harassment Policy\*\*](#)
2. [\*\*Violation of the Sexual and Interpersonal Misconduct Policy\*\*](#)
3. **Fire and Community Safety**
  - a. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.  
Unlawful possession, removal of, damage to, covering of, or tampering with fire safety or other emergency warning equipment.
  - b. Failure to evacuate a College building or facility within a reasonable amount of time after a fire alarm is sounded.
  - c. On-campus possession or use of firearms, antique firearms, explosives, destructive devices, or other weapons or dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, bb guns, paintball guns, slingshots, crossbows, stun guns, tasers, metallic knuckles, archery equipment, swords, sword canes, replica ornamental or decorative weapons/ swords/daggers/knives, or any dangerous chemical or biological agent deemed so by the College.
  - d. Fireworks and/or explosives of any kind are prohibited.

### **3. Tobacco, Cannabis, Illegal Drugs, and Controlled Substances**

Consistent with Federal law and [The Drug-Free Schools and Communities Act Amendments of 1989](#) Endicott College prohibits the following behaviors of all students and guests:

- a. Possession or use of cannabis in any form.
- b. Smoking of any kind in any College building, including tobacco, the use of vaporizers, electronic cigarettes, or any other smoking paraphernalia.
- c. The presence or detection of cannabis, tobacco, or other drugs through odors and an attempt to conceal such odors by placing objects under doors or using fans to direct airflow out of windows.
- d. Unlawful possession or use of illegal drugs or controlled substances, including prescription medicine for which the student does not have a prescription in their name.
- e. Purchase, distribution/intent to distribute, delivery, or sale of illegal drugs or controlled substances including the presence of materials commonly used in distribution or sale.
- f. Possession or use of drug paraphernalia.

- g. Being in the presence of illegal drugs and/or drug paraphernalia.

#### 4. **Alcohol**

The College prohibits the following behaviors of all students and guests:

- a. Possession or consumption of alcohol when under the age of 21 as specified by the Commonwealth of Massachusetts.
- b. Providing alcoholic beverages to an individual who is under the age of 21 as specified by the Commonwealth of Massachusetts.
- c. Being in the presence of alcoholic beverages (consumed or possessed) by any person under 21 years of age.
- d. Intoxicated behavior that endangers self or others, or brings discredit to the College.
- e. Hosting or attending an open house/room guest party. An open house party is defined as an event at a residence where hosts, owners, or others in control of the event fail to take reasonable steps to ensure legal compliance, reduce the risk of harm, and ensure the safety of guests (including, but not limited to, removing those in violation or requesting Public Safety to assist if alcoholic beverages are known to have been consumed at the residence by person/s under the age of 21 and/or illegal drugs or controlled substances are unlawfully possessed, distributed, or used).
- f. Violation of Registered Social Event. Failure to check IDs, enforce responsible consumption, allowance of under age students, or failure to maintain proper guest count.
- g. Alcohol consumption or possession of an open container of alcohol is prohibited at any time in College-owned or leased hallways, lobbies, lounges, stairwells, classrooms, technical facilities, meetings spaces, bathrooms, outdoor areas, vehicles, or any other public areas regardless of age, without written authorization from the College.
- h. Common sources of alcohol such as kegs, alcoholic punches, grain alcohol, and binge drinking paraphernalia (i.e. funnels, etc.) are prohibited.
- i. Drinking games (i.e. beer pong, water pong, card games, etc.) or furniture/paraphilia that encourage high-risk drinking (i.e. beer pong tables, etc.) are prohibited.

#### 5. **Personal Conduct and Disruptive Behavior**

- a. Physical abuse or contact that harms or attempts to harm the emotional or physical health or safety of any person.
- b. Retaliation (an adverse action or attempt to seek retribution against the Complainant, or any or person or group of persons involved in the investigation and/or resolution of a misconduct complaint).
- c. Violation of federal or state law or local ordinance.
- d. Aiding, abetting, conspiring, soliciting, inciting, or attempting to commit, any other violation of federal law, state law, or local ordinance.

- e. Disrespect or failure to comply with a lawful order of a College official or any law enforcement official.
- f. Providing false information to a College official or a law enforcement official, including but not limited to student conduct hearing officers or investigators.
- g. Unauthorized solicitation, sale, or promotion of any goods or services in College-owned or operated property, including residence halls, or at College-sponsored events.
- h. Lewd or indecent behavior, including public urination, and public nudity.
- i. Acts that impair, interfere with or obstruct the orderly conduct, processes, and functions of the College or the rights of other members of the College community. This includes acts that occur both inside and outside of the classroom setting and may involve the use of electronic or cellular equipment. This also includes behavior off-campus during a College-sanctioned event or activity or an event where the student serves as a representative of the College (including, but not limited to an organizational leadership role).
- j. Behavior that creates a concern for the safety of members of the College community.
- k. Driving a motorized vehicle under the influence of alcohol and/or other drugs or operating a motor vehicle on or off-campus in a reckless or endangering manner
- l. Gambling as prohibited by the laws of the Commonwealth of Massachusetts (may include raffling, lotteries, sports pools, and online betting activities).
- m. Property
  - i. Damage or destruction of College, public, or private property.
  - ii. Theft: Removing or using the property or services of another person or the College, with the intent to permanently deprive the person or College of the property.
  - iii. Misappropriation: Removing or using the property or services of another person or the College, but without the intent to permanently deprive the person or the College of the property.
  - iv. Receipt, possession, sale, or purchase of property or services that are known or reasonably should have been known to have been stolen.
  - v. Entering or using the property or facilities of the College or another person without the proper consent or authorization.
- n. Misrepresentation or Misuse of Identity or Identification
  - i. Permitting another person to use one's identification.
  - ii. Inappropriate use of another person's identification.
  - iii. Impersonation, or misrepresenting the authority to act on behalf of another or the College.
  - iv. Forgery, alteration, or misuse of identification, documents, records, keys, or access codes.
  - v. Manufacture, distribution, delivery, sale, purchase, possession, or use of false identification.
  - vi. Intentionally concealing one's identity.

- o. Acts or behaviors that negatively impact the safety of individuals, the college or members of the college community.
- p. Acts or behaviors that negatively impact the reputation of the college or the college community.
- q. Acts that disrupt the College student conduct process including attempting to coerce or influence a person regarding their participation in any student conduct proceeding.
- r. Being present during the violation of the student code of conduct in a way that condones, supports or encourages that violation.

## 6. Bias-motivated and harming behavior

Consistent with Federal law and Endicott College's [Non-Discrimination and Harassment Policy](#), the College prohibits the following behaviors of all students and guests:

- a. Endangerment
  - i. Physical violence towards another person or group.
  - ii. Action(s) that endanger the health, safety, or well-being of another person, group, or oneself.
  - iii. Interference with the freedom of another person to move about in a lawful manner.
- b. Harassment
  - iv. Conduct, not of a sexual nature, which creates an intimidating, hostile, or offensive environment for another person.
  - v. Action(s) or statement(s) that threaten harm or intimidate another.
  - vi. Acts that invade the privacy of another person.
  - vii. Bullying behavior, defined as the systematic and chronic infliction of physical hurt or psychological distress by teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, harassment, or destruction of property.
  - viii. Stalking, defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety or to suffer substantial emotional distress.

### c. Discriminatory Harassment:

Any act, conduct, or communication that is reasonably understood to be motivated by race, color, national or ethnic origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetics, physical or mental disability, and veteran or other protected status, and that degrades, shows hostility towards, threatens, intimidates, harasses, and/or embarrasses, and/or brings physical harm to a person or group and/or d) constitutes hate speech (any form of expression through which speakers intend to vilify, humiliate, or insight hatred against a person or group) and/or e) creates an intimidating, hostile, or offensive environment for another person or group.

## 7. Hazing

Hazing includes, without limitation, behaviors that violate [Massachusetts General Laws Chapter 269, Sections 17-19](#) (included below) and the [Stop Campus Hazing Act. Pub. L. No. 118-173 \(2024\)](#).

The law defines hazing as “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.”

Endicott College is required by this statute to issue a copy of the law to the leadership of every registered student organization. Student Affairs requires all groups to sign an acknowledgment of this law. The Department of Athletics is required to review the law annually with every varsity athlete. If you have any questions regarding the law, discuss them with a staff member from the Department of Athletics.

Endicott College further expanded the Massachusetts law to also include the following as part of the Endicott College Hazing Policy: Any act committed against someone joining or maintaining membership in any organization or team that is humiliating, intimidating, or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. This may include activities that are a violation of international organizational policies related to hazing. Hazing creates an environment/climate in which dignity and respect are absent.

- a. Hazing in any form including, but is not limited to:
  - i. Unreasonable interference with a student's academic performance
  - ii. Asking or forcing any members to consume/use alcohol and/or drugs, or ingest any other food, beverage or substance
  - iii. Requiring situationally inappropriate attire
  - iv. Forced or coerced exclusion from social contact
  - v. Branding
  - vi. Creation of unnecessary fatigue (including but not limited to acts that stem from forced physical activity, such as calisthenics and deprivation of sleep)
  - vii. Deprivation of food
  - viii. Beating, whipping, or paddling in any form
  - ix. Line-ups and berating
  - x. Physical and/or psychological shocks

- xi. Personal servitude
- xii. Kidnapping or abandonment
- xiii. Unreasonable exposure to the weather
- xiv. Any activity that would be viewed by a reasonable person as subjecting any person to embarrassment, degradation, or humiliation
- xv. The expectation of participation in activities that are unlawful, lewd, or in violation of College policy.

- b. Failure to report hazing: Whoever knows that another person is the victim of hazing as defined above and is at the scene of such action shall, to the extent that person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official (or coach, athletic director, dean of students, Public Safety, college counselor, or any college faculty or staff member) as soon as is reasonably possible. Failure to report such activity is punishable under this Code and under state law.
- c. Retaliating against any individual who reported a hazing violation or suspected hazing violation to College or law enforcement officials.

## 8. Digital misuse

- a. Recording or screenshots of images without expressed consent from all participants
- b. Recording of Oral Communications without consent
- c. Any written posts or images reflecting racist and/or hate-based language or behavior
- d. Repeated, unwanted contact or messaging
- e. Photoshopping or sharing of any images taken without expressed consent
- f. Use of photos or videos, including but not limited to those of a sexual nature, for personal benefit, to threaten, embarrass, intimidate, instill fear or retaliate
- g. Any social media posts, emails, or online messaging of a targeting, bullying, or harmful nature and/or that targets an individual or group based on a protected identity class

## 9. Other Campus Policies

- a. Violation of the Abusive Conduct policy (see page 32).
- b. Violation of the Good Neighbor Policy (see page 35)
- c. Violation of Residence Life Policies (see page 48)
  - i. Violation of the Guest Policy (see page 59).
  - ii. Violation of the Endicott College Housing agreement.
  - iii. Failure to comply with Residence Life policies and processes.
  - iv. Any other violation of the College Residence Life policies.
- d. Violation of the Academic Integrity Policy when the student is not currently enrolled in the related course or when the incident cannot otherwise be processed under the Academic Integrity Policy.
- e. Violation of Information Technology Policy (see page 41).

- i. Unauthorized access or entry into a computer, computer system, network, software, or data.
- ii. Unauthorized alteration of computer equipment, software, network, or data.
- iii. Unauthorized downloading, copying, or distribution of computer software or data.
- iv. Any other violation of the College Information Technology policy.
- f. Violation of any other College regulation or policy as described in any recognized College publication, or other College policies directly related to departments, organizations, residence halls, or clubs.

#### **IV. STUDENT CONDUCT SYSTEM & PROCEDURES**

These guidelines are intended to provide general notice of rights and responsibilities during the student conduct process. This Code does not, nor is it intended to, afford the specificity or the due process rights of criminal or civil statutes or procedures.

##### **A. Case Referrals**

1. Any person may refer a student or student organization suspected of violating this Code to the Office of Student Affairs, as appropriate. The referral will be reviewed to determine the appropriate student conduct or administrative action to be taken in accordance with this Code including, in the event that there is insufficient evidence to support formal action, a determination that student conduct or administrative action is not warranted.
2. Referrals should be made within a reasonable timeframe after the alleged incident (or after the latest alleged incident in cases of harassment or where there is a succession of documented incidents). Student conduct action may be pursued after considering the amount of time that has passed since the alleged incident and whether there is enough information available to substantiate the reported behavior.
3. Administrative action, in lieu of formal student conduct action, may be taken at the discretion of the College, in an appropriate and reasonable manner, to address student behavior.
4. Interim sanctions and measures: The College may take any measures it deems necessary to protect the safety and well-being of students, other members of the College community, or the community as a whole, pending the determination of any suspected violation, up to and including removal from housing and/or interim suspension from the College.

##### **B. Student Conduct Resolution Procedures**

A student subject to sanctions is entitled to a hearing which will normally consist of a meeting between the student responding to allegations ("respondent") and an administrator.. In any conduct matter, an investigation may be performed at the College's discretion by the hearing officer, by internal staff as designated by the Dean of Students or designee, or by an external party selected for such purpose. The guidelines

for Student Conduct Proceedings are detailed in subsection C. At the discretion of the College administration, conduct proceedings may be held in an online format via the Zoom meeting platform. In this instance, a student will receive a charge letter via email per the student conduct process outlined in this handbook. That charge letter will include the date and time of a conduct proceeding and indicate whether or not that proceeding will be online or in an on-campus office. If online, a secured meeting invitation will be sent to the student email address following a charge letter indicating how to access that online conduct proceeding.

In some cases where a complaint is related to an interpersonal conflict, the Dean of Students or their designee may determine that it is appropriate to resolve the matter via informal resolution. An informal process can include, but is not limited to, conflict coaching, educational conversations, facilitating a dialogue, mediation, restorative practices, or shuttle diplomacy. Failure to complete any agreed resolution from an informal resolution may result in referral to an administrative hearing.

In matters involving violations of the College's Sexual Misconduct and Relationship Violence Policy, students will be afforded the protections and process outlined in the Sexual Misconduct and Relationship Violence Policy, under the direction of the Title IX coordinator, in addition to the conduct proceeding set forth herein.

At the discretion of the College administration, in lieu of a conduct referral, Student Affairs may resolve reports via Resolution Letters. Resolution Letters are utilized in situations when a student is documented for first-time low-level violation such as, but not limited to, minor off-campus incidents and violations of the Housing Agreement. This applies only to the student's first violation. This can be applied at the discretion of the Dean of Students, or designee, generally in one of the following situations:

- Health and Safety Check
- Failure to evacuate
- Noise
- Door propping
- Window decorations
- Disruptive Classroom Behavior

Resolution Letters notify the Responding party that they have been documented for a violation and include the imposed sanctions. If a Responding party appeals the finding documented in the letter, they can request a Student Conduct Proceeding to be held to review the incident. All appeals must be filed within three business days from the date of notification. Failure to respond within this time frame will result in the decision being final.

## **C. Guidelines for Student Conduct Proceedings**

The following procedural guidelines shall be applicable in student conduct proceedings. Formal rules of process, procedure, and technical rules of evidence, such as applied in criminal or civil court, are not used in student conduct proceedings. Deviations from prescribed procedures shall not necessarily invalidate a decision unless significant prejudice to an accused student (respondent), the complainant, or the College results.

1. The respondent shall receive advanced written notification of the charges and the date, time, and location of the scheduled proceeding. Notice will most often take the form of a letter delivered to a student's college email account and/or available for pickup at the Office of Student Affairs or Residence Life.
2. The respondent will have the option to request an informational meeting prior to the hearing to inquire about the process and to assist in preparation for the hearing. The informational meeting may occur immediately prior to the hearing or will be scheduled as soon as is reasonably possible.
3. The respondent may request a reasonable extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two business days except in unusual circumstances where the respondent can demonstrate the necessity for a longer delay. All requests for extension of time should be made in writing at least 24 hours prior to the scheduled proceeding, except in cases of documented serious illness or emergency.
4. The respondent shall be afforded reasonable access to review the case file prior to and during the proceeding and may request to review a copy of a redacted incident report from administration. If additional information becomes available and is relevant, it will be discussed and reviewed at the proceeding.
5. The respondent shall have the opportunity to provide additional relevant information for the student conduct proceeding.
6. The respondent shall have the opportunity to respond to the information related to the alleged violation of the Code; the respondent may provide the names of material witnesses who have relevant and necessary information pertaining to the incident. These individuals will be invited at the discretion of administration to participate in the proceeding, but are not required. Character witnesses will not be heard.
7. Student conduct proceedings will be closed to non-participants and the public.
8. A respondent may be accompanied by one advisor. The role of the advisor shall be limited to support and consultation; the advisor may not speak during any student conduct proceeding except privately to the respondent, nor shall the advisor question or address witnesses. Violation of this expectation will result in the advisor being removed from a student conduct proceeding at the discretion of the student conduct administrator.
9. A respondent who fails to appear at a scheduled proceeding without good cause (e.g. serious illness), after proper notice of such a proceeding, may be adjudicated in absentia and forfeits all rights to an appeal unless it is for lack of proper notice, as required herein. In such cases, decisions will be based solely

on witness testimony and other written information and/or other evidence presented during the proceeding.

10. Proceeding outcomes must be supported by a preponderance of evidence. A preponderance of evidence means that a greater weight of evidence has been demonstrated in order to decide in favor of one side over the other, to determine whether a fact is true, or to establish that an event occurred. A preponderance of the evidence does not necessarily mean the greater amount of evidence, but rather the greater quality of evidence—making it more likely than not that the matter in question is true.
11. A respondent may be found in violation of any prohibited conduct (including sections of the Code for which they were not originally charged) when previously unknown behaviors are discovered during the student conduct proceeding or if it is determined that a different section of the Code more appropriately addresses the conduct in question.
12. The outcome of the student conduct proceeding shall be conveyed to the student in writing.

## **V. SANCTIONS**

- A. The imposition of sanctions is based on the nature of the violation and the severity of any damage, injury, or harm resulting from it, and the character, disciplinary record, and rehabilitative potential of the student respondent.
- B. In some cases, a sanction may be held in abeyance for a specific period. This means that, should the student be found in violation of the Code during the stated period, the student may be subject to the deferred sanction in addition to the student conduct action appropriate to the new violation.
- C. The following mitigating and aggravating factors may be considered in imposing a sanction:
  1. Past conduct history of the student, which may include the completion of conduct action steps and/or sanctions from past conduct cases.
  2. Nature of the offense.
  3. Severity of the damages, injury, or harm resulting from the offense.
  4. Whether the responsible student promptly took responsibility for their actions.
  5. The responsible student's demeanor, honesty, and cooperation with staff during the investigation of the complaint and conduct proceeding.
  6. Whether the violation involved an action directed at another based on his or her race, religion, ethnic origin, gender, gender identity, gender expression, age, physical ability, or sexual orientation.
- D. The College cannot anticipate all social behaviors that may impact the community, therefore, the College reserves the right to combine sanctions when appropriate and/or deviate from the published sanctions in consultation with the Dean of Students.
- E. Conduct Hold on Student Account as a Result of Sanctions
  1. A conduct hold is an administrative notation on a student's record. It freezes a student's record, preventing them from registering for classes, dropping and adding courses, or obtaining an official transcript.

2. The Office of Student Affairs places a hold on a student's record when that student fails to complete their sanctions by the prescribed deadlines. The hold may be temporarily lifted due to special circumstances upon request of the student. Following the hold's temporary lift, the hold will be reinstated until the completion of the required sanctions.

F. The list below is intended to be an educational reference for students curious about conduct sanctions at Endicott. Please understand that each conduct case is unique, and the College reserves the right to issue sanctions that are appropriate for each case. In some cases, the sanctions assigned may differ from what is listed below. Repeated or ongoing violations of the Student Code of Conduct may result in suspension or dismissal from the College. All sanctions issued are intended to act as an educational learning opportunity for the student and are designed to prevent similar behaviors.

The sanctions listed below are potential outcomes for more common violations and may be more severe depending on the specifics of the incident. History of conduct violation(s), as well as other violations which may have occurred simultaneously will be considered.

Description	First Level	Second Level	Third Level	Fourth Level
<b>Alcohol - Underage possession / public consumption</b>	<ul style="list-style-type: none"> <li>• Online alcohol assessment</li> <li>• Letter of warning</li> <li>• Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• BASICS</li> <li>• Disciplinary probation</li> <li>• Parent/Guardian notification</li> <li>• Educational assignment</li> </ul>	<ul style="list-style-type: none"> <li>• Campus Connection</li> <li>• Deferred suspension</li> <li>• Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from residence</li> <li>• Mandated alcohol assessment</li> <li>• Parent/Guardian notification</li> </ul>
<b>Alcohol - Drinking games / excessive consumption / Underage hosting / open house party</b>	<ul style="list-style-type: none"> <li>• Assessment/BASICS</li> <li>• Disciplinary probation</li> <li>• Parent/Guardian notification</li> <li>• Educational assignment /revocation of privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Campus Connection meeting &amp; reflection</li> <li>• Deferred suspension</li> <li>• Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from residence</li> <li>• Mandated alcohol assessment</li> <li>• Parent/Guardian notification</li> </ul>	
<b>Alcohol transport</b>	<ul style="list-style-type: none"> <li>• BASICS</li> <li>• \$50 fine</li> <li>• Disciplinary probation</li> <li>• Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from residence</li> <li>• Mandated alcohol assessment</li> <li>• \$50 fine</li> <li>• Parent/Guardian</li> </ul>		

		notification		
<b>Personal use / possession of cannabis</b>	<ul style="list-style-type: none"> <li>● Online alcohol assessment</li> <li>● Letter of warning</li> <li>● Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>● BASICS</li> <li>● Disciplinary probation</li> <li>● Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>● Campus Connection</li> <li>● Deferred suspension</li> <li>● Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>● Removal from residence</li> <li>● Mandated alcohol assessment</li> <li>● Parent/Guardian notification</li> </ul>
<b>Possession of other drugs</b>	<ul style="list-style-type: none"> <li>● BASICS</li> <li>● Disciplinary probation</li> <li>● Parent/guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>● Campus Connection</li> <li>● Deferred suspension</li> <li>● Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>● Removal from residence</li> <li>● Mandated substance use assessment</li> <li>● Parent/Guardian notification</li> </ul>	
<b>Personal conduct /disruptive behavior</b>	<ul style="list-style-type: none"> <li>● Campus Connection meeting &amp; reflection</li> <li>● Letter of warning</li> </ul>	<ul style="list-style-type: none"> <li>● Campus Connection meeting &amp; project</li> <li>● Disciplinary probation</li> </ul>	<ul style="list-style-type: none"> <li>● Meeting with Dean of Students</li> <li>● Deferred suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Removal from residence</li> </ul>

**Disciplinary standings and sanctions can be issued through the student conduct process. Disciplinary standings include:**

1. **Letter of Warning:** a formal warning for violation of the Code of Conduct, including a statement that continuation or repetition of prohibited conduct may result in more serious sanctions.
1. **Disciplinary Probation:** a formal warning for violation of the Code of Conduct. Probation is for a designated period of time and includes the probability of more severe sanctions to be imposed if the student is found in violation of the Code of Conduct during the period of probation.
2. **Deferred Suspension:** the most serious formal warning for violation of the Code of Conduct that affects the student's standing with the College. If the student is found responsible for violating the Code of Conduct during the period of deferred suspension, suspension may become effective, and the student may be subject to additional sanctions for the additional violation. A student on deferred suspension from the College

may have restrictions or limitations imposed to their participation in College-sponsored activities. Students on deferred suspension may be members of organizations but may not be eligible to hold any elected or appointed position in any recognized student organization or group, serve in student leadership positions, or other positions that represent the College. A student will continue on disciplinary probation for a specified period of time following the completion of deferred suspension.

3. **Removal from Residence:** Suspension or termination of the residence hall agreement and exclusion from visiting within certain or all residential facilities, as set forth in the notice of relocation or removal, for a specified period of time. A student who is removed from his or her residence arrangement is not entitled to a refund of room fees.
4. **Suspension:** Exclusion from all academic coursework, including in-person and via online instruction, and other privileges or activities, including access to College premises or College-sponsored activities off-campus, as set forth in the notice of suspension. A student who is suspended is not entitled to any tuition or fee refund and is restricted from accessing the College premises for the duration of the suspension.
5. **Expulsion:** Termination of student status, and restriction from College premises, privileges, and activities. A student who is dismissed or expelled shall not be entitled to any tuition or fee refund. In the case of expulsion, the student will be restricted from College premises permanently.

**Additional sanctions include:**

6. **Restitution:** Repayment to the College or to an affected party for damages resulting from a violation of this Code.
7. **Denial of Access to Specific Areas:** Ban from areas on-campus for a specified length of time.
8. **Revocation of Privileges:** Restrictions placed on activities and/or use of College services and facilities for a specified period of time.
9. **Parental/Guardian Notification:** The College reserves the right to notify the student's parent or guardian in various situations it deems appropriate. The parent or guardian would be notified by telephone in emergencies and in either writing or by telephone in disciplinary matters to the full extent permitted by law. Letters sent home are for informational purposes, with the belief that parents, students, and College administrators are all part of the educational development process. A student may be asked to notify a parent or guardian about policy violation(s) as well as sanctions imposed with a request that a parent or guardian contact the hearing officer to discuss the situation.
10. **Parental/Guardian Conference:** Parents or guardians of the students may be requested to attend a parental conference if and when a student chronically violates the Code or the nature of the incident warrants parental intervention.
11. **Discretionary Sanctions:** Other sanctions may be imposed instead of or in addition to those specified above. Discretionary sanctions include, but are not limited to service hours, fines, educational reflection assignments, participation in alcohol or drug awareness programs, and training, counseling, and education regarding sexual assault and misconduct.

In the event that a student fails to complete their assigned sanctions within the required timeframe, the College may impose further sanctions and/or may institute a hold on the student's ability to register for classes. All deadlines for completing a sanction will be outlined in the student's finding letter. It is the student's responsibility to read their finding letter thoroughly and to know the deadline of each assigned sanction. Students who are assigned sanctions will receive one email reminding them that their sanction due date is approaching. Any questions or concerns regarding sanctions or sanction due dates must be submitted in writing prior to the sanction due date.

Any student who would like to request an extension for completing their sanctions must contact the Office of Student Affairs. Requests may be submitted by email to: [communitystandards@endicott.edu](mailto:communitystandards@endicott.edu). Extension requests are approved at the discretion of the College.

## **VI. Appeals**

The outcome of a student conduct proceeding may be appealed subject to the following guidelines:

- A. A letter of appeal should be submitted through the Maxient system by the student within three business days of receipt of the outcome of the student conduct proceeding. The link to provide the appeal will be in the outcome letter received by the student. An appropriate appellate officer will review the appeal and issue a final determination on the case.
- B. A student adjudicated in absentia forfeits all rights to an appeal process unless it is proven that it is for lack of proper notice, except in an extraordinary circumstance.
- C. The appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the student conduct proceeding or an appeal for mercy is not appropriate grounds for appeal. The written appeal must specifically address at least one of the following criteria:
  1. Significant procedural error that changes the findings of fact of the student conduct proceeding.
  2. New evidence that significantly alters the findings of fact, that was previously unknown to the respondent, has been discovered and is available during the appeal process.
- D. The appellate officer may affirm, reverse, modify (including increasing sanctions), remand hearing outcomes and/or sanctions back to the original hearing officer, or order a new hearing as a result of an appeal finding.
- E. For matters resulting in removal from residence, suspension, or expulsion, the Dean of Students (or designee) will review and determine the outcome of the appeal. For all other matters, the Dean of Students (or designee), as appropriate, will review and determine the outcome of the appeal.
- F. Complainants in cases of alleged physical violence and/or sexual misconduct are permitted to appeal.
- G. One appeal is permitted on the grounds set forth in item C above. The decision on the appeal is final and shall be conveyed in writing. Every effort will be made to resolve

cases expediently. For more complex incidents, the College reserves the right to take an extended time to resolve the appeal and will communicate with the involved parties regarding the need for extended time.

H. The imposition of sanctions may be deferred while the appeal process is pending unless, at the discretion of the Assistant Vice President and Dean of Students (or designee) as appropriate, the continued presence of the student on the campus poses a serious threat to themself or others, or to the stability and continuance of normal College functions.

## Non-Discrimination and Harassment Policy

## Sexual and Interpersonal Misconduct Policy

[Both policies are available online .](#)

### **1. Purpose**

Endicott College is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity.

Endicott College values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved. To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, the College has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of protected characteristic discrimination, harassment or allegations of retaliation.

### **2. Notice of Nondiscrimination**

Endicott College seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination in post-secondary education institutions. Endicott College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived:

- Age (40 years and over in the employment context)
- Citizenship status
- Color
- Creed
- Disability (physical or mental)
- Domestic violence victim status
- Ethnicity
- Family responsibilities
- Gender expression
- Gender identity
- Genetic information (including family medical history)
- Height

- Marital status
- National origin (including ancestry)
- Pregnancy or related conditions
- Race
- Religion
- Residence
- Sex
- Sexual orientation
- Veteran or military status (including disabled veteran, recently separated veteran, active-duty, wartime, or campaign badge veteran, and Armed Forces Service Medal veteran)
- or any other protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency.

This Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Endicott College community whose acts deny, deprive, unreasonably interfere with or limit the education or employment, and/or social access, benefits, and/or opportunities of any member of the College community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s), is in violation of this Policy. Endicott College will promptly and effectively address any such discrimination of which it has Knowledge/Notice using the resolution process in the Harassment, and Nondiscrimination Procedures.

### **3. Nondiscrimination Team Contacts**

The College has appointed the Nondiscrimination Team, comprised of the following individual(s), to coordinate the College's compliance with federal, state, and local civil rights laws and ordinances:

For discrimination and harassment allegations [not based on sex or disability] that involve Endicott College employees:

Policy Administrator

Kate White

Vice President, Human Resources

College Hall

(978) 232 2086

[kwhite1@endicott.edu](mailto:kwhite1@endicott.edu)

For discrimination and harassment allegations [not based on sex or disability] where both parties are students:

Policy Administrator

AJ Andreucci

Associate Dean of Students

Callahan Center 106  
(978) 232-2206  
[aandreuc@endicott.edu](mailto:aandreuc@endicott.edu)

For sex-based harassment, sex-based discrimination and disability-based allegations:  
Policy Administrator  
Christy Galatis  
Director of Title IX  
College Hall  
(978) 998 7746  
[cgalatis@endicott.edu](mailto:cgalatis@endicott.edu)

These administrators will generally be referred to throughout this Policy as the Appropriate Policy Administrator. Collectively, these individuals are responsible for providing comprehensive nondiscrimination education and training; coordinating the College's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure an education and employment environment free from discrimination, harassment, and retaliation.

#### **4. External Contact Information**

Concerns about Endicott College's application of this Policy and compliance with certain federal civil rights laws may also be addressed to:

Office for Civil Rights (OCR)

Boston Office

Department of Education

8th Floor

5 Post Office Square

Boston, MA 02109-3921

Phone: (617) 289-0111

TDD#: (877) 521-2172

Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

For Complaints involving employee-on-employee conduct:

Anywhere this procedure references an "Appropriate Policy Administrator," the College may substitute a trained designee.

Equal Employment Opportunity Commission (EEOC)  
JFK Federal Building  
15 New Sudbury Street, Room 475  
Boston, MA 02203-0506  
Customer Service Hotline #: (800) 421-3481  
TTY#: (844) 234-5122  
Web: <http://www.eeoc.gov>

# College Policies & Procedures: Involuntary and Voluntary Medical Leave of Absence Policies

## Involuntary Medical Leave of Absence

### **I. Introduction**

Endicott College is committed to creating a learning environment where all students can reach their full potential. The College remains dedicated to supporting all students while also preserving the safety and security of the College community.

When a student exhibits behavior in a private or public setting that renders them unable to effectively function in the residential or college community without harming others or disrupting the college community, they may be required to take an involuntary medical leave of absence. In these situations, the Assistant Vice President and Dean of Students, or designee, will consult with appropriate members of the College's CARE team to assess the circumstances. A decision will be reached based on an assessment of the student's ability to safely and productively engage in purposeful activities at Endicott, with consideration of the health and safety risks the student may present to themselves or other members of the community. This decision may also consider whether the student's actions have caused ongoing or significant community disruption inhibiting the academic progress and safety of other students in the Endicott community.

This policy outlines the individualized process that will be utilized when a student exhibits behavior that may necessitate an involuntary medical leave of absence from the College or other conditions or restrictions.

An involuntary medical leave of absence may be required when a student exhibits any of the following:

- Has or is suspected of having a reportable communicable disease.
- Is deemed a risk to themselves or the community.
- Disregards psychological and/or medical treatment recommended by medical professionals to address the concerning behaviors.
- Has psychological and/or medical needs that cannot be met by the available facilities or resources.
- Exhibits any behavior or condition that raises concerns about the ability of the student, at a point in time, to satisfy and comply with academic requirements, the Student Code of Conduct, and college policies, rules and regulations with or without a reasonable accommodation.

This policy is not intended to be disciplinary in nature, but to support the student and maintain safety of the community. Situations may arise in which this Policy, the Student Code of Conduct, or other Endicott College policies are applicable, and in such cases the Associate Vice

President and Dean of Students, or designee, shall determine which policy or policies may be invoked.

## **II. Procedures**

The Assistant Vice President and Dean of Students, or designee, in consultation with appropriate members of the College's CARE team, determines whether a student has engaged in behavior that prompts the application of this policy.

### *a. Review and Decision Process*

To determine whether an involuntary medical leave of absence is appropriate, the Assistant Vice President and Dean of Students, or designee, in consultation with appropriate members of the College's Care team may:

- Review available incident reports and documentation of the student's behavior.
- Consult with other College staff/faculty, as appropriate.
- Review relevant available medical documentation.
- Seek the cooperation and involvement of parents or guardians of the student.
- Meet with the student, if feasible, to review the reasons why an involuntary medical leave of absence is being considered.
- Require the student to furnish a completed medical provider form.

The Assistant Vice President and Dean of Students, or designee, in consultation with appropriate members of the College's Care team, will utilize the information gathered to make an individualized assessment. Upon a determination that an involuntary medical leave is necessary, the Associate Vice President and Dean of Students, or designee, will offer the student the opportunity to take a voluntary leave of absence or agree to other administrative restrictions or conditions in order to remain at the College.

In the event that the student is incapable of responding on their own behalf, the AVP and Dean of Students will make an effort to communicate with the student's parent or guardian. If the College is unable to communicate with one of the individuals above, the College reserves the right to either place the student on an involuntary medical leave or impose administrative restrictions as a condition of remaining at the College.

### *b. Temporary Measures*

If the health and safety risks the student may present to themselves or other members of the community presents an immediate risk of harm, the AVP and Dean of Students, or designee, may implement immediate administrative measures. These include a temporary involuntary medical leave of absence or restrictions on a student's access to the campus (including housing, services, classes, activities and facilities) until the AVP and Dean of Students or designee is able to review the matter and make a determination as described above.

### *c. Conditions of Leave*

If the student is placed on an involuntary medical leave of absence, the AVP and Dean of Students, or designee, will assess and provide individualized conditions for the involuntary medical leave of absence.

These conditions may include compliance with treatment plans, examination by independent or College health professionals, require the release of relevant medical records, interviews, a personal statement, and a demonstrated ability to meet the College's academic and conduct standards.

Upon processing an involuntary leave, the College may take the following steps:

- Grant grades of "W" (Withdrawn) in enrolled classes, even if the normal deadline for a "W" has passed, or may be granted "INC" (Incomplete) should the student's Academic Dean and faculty believe it appropriate.
- Grant tuition credit based on the last date of attendance, prorated room and board, if applicable.
  - Any student considering a voluntary medical leave should consult with their financial aid advisor. If you are receiving a prorated credit and receive financial aid, your financial aid offer is subject to review.
- Limit participation in programs or activities organized by the College until officially approved to re-enroll.
- Students returning from a leave of absence are not guaranteed housing upon their return. The decision to re-admit into housing is based on availability.

*d. Appeal Process:*

A student who has been placed on an involuntary medical leave of absence from the College or has been subject to other restrictions or conditions may appeal this decision. The student must submit the appeal and the reason(s) why the appeal should be granted within five (5) business days of notice of the involuntary medical leave of absence or other measure. The student must submit the appeal and the reasons supporting the appeal to the AVP and Dean of Students or designee, who will forward the appeal to the CARE appellate team for review.

Grounds for submitting an appeal:

- New information not available at the time of the decision such as a change in the individual's medical status.
- Contesting the information or facts that formed the foundation for the College's decision.

The decision on the appeal will be communicated to the student within five (5) business days from the day the appeal was submitted, unless the circumstances require more time, in which case the student will be notified. During the appeal period and process, the student will remain on leave or subject to other imposed conditions. If an appeal is denied, the decision is final and no further appeal is permitted.<sup>1</sup>

*<sup>1</sup> If a student believes that they have been discriminated against in connection with any College program or activity because of a disability, they have the right to seek a review of such concerns under the ADA/504 Grievance Procedure.*

## **Voluntary Medical Leave of Absence**

### **I. Introduction**

Endicott College is committed to creating a learning environment where all students can reach their full potential and excel. When a student is experiencing a medical or mental health challenge that they believe impacts their ability to successfully make academic progress, the College may allow them to apply for a voluntary medical leave of absence by completing the form. This policy outlines the individualized process that can be utilized when a student initiates a request to be placed on voluntary medical leave.

### **II. Procedures**

The Associate Dean of the Endicott Center for Teaching & Learning (ECTL) in consultation with appropriate members of the College's CARE team assesses the significance of the medical impact on the student's ability to effectively function in the residential community or meet the academic requirements of the College.

#### *a. Review and Decision Process*

To determine whether a voluntary medical leave of absence is appropriate, the Associate Dean of ECTL, or designee, in consultation with appropriate members of the College's Care team may:

- Consult with other College staff/faculty to determine the student's last date of attendance.
- Review relevant available medical documentation.
- Require the student to furnish a completed medical provider form.
- Seek the cooperation and involvement of parents or guardians of the student.
- Meet with the student, if feasible, to review the reasons why a voluntary medical leave of absence is being considered.

Upon a determination that a voluntary medical leave is warranted and has been approved, the Associate Dean of the ECTL will send an approval letter that outlines the parameters of the leave including the last date of attendance. In the event that the student is incapable of responding on their own behalf, the Associate Dean of the ECTL will make an effort to communicate with the student's parent(s) or guardian(s).

### **III. Conditions of Leave**

If the student is approved to be on voluntary medical leave of absence, the Associate Dean of the ECTL or designee will document the voluntary medical leave to the student in writing.

The student may:

- Be granted grades of "W" (Withdrawn) in enrolled classes, even if the normal deadline for a "W" has passed.
- Be granted tuition credit based on the last date of attendance, prorated room and board, if applicable.
  - Any student considering a voluntary medical leave should consult with their financial aid advisor. If you are receiving a prorated credit and receive financial aid, your financial aid offer is subject to review.

Students returning from a leave of absence are not guaranteed housing upon their return. The decision to re-admit into housing is based on availability.

*D. Appeal Process:*

If a voluntary medical leave was denied, the student may appeal the decision. The appeal should be submitted within five (5) business days of receiving the notification letter. The student must submit the appeal and the reasons supporting the appeal to the Associate Dean of ECTL or designee, who will forward the appeal to the CARE appellate team for review.

Grounds for submitting an appeal:

- New information not available at the time of the decision such as a change in the individual's medical status.
- Contesting the information or facts that formed the foundation for the College's decision.

The review may include a review of relevant documentation and consultation with College officials and the student to check compliance with the terms of this policy. The decision on the appeal will be communicated to the student within five (5) business days from the day the appeal was submitted, unless the circumstances require more time, in which case the student will be notified. If an appeal is denied, the decision is final and no further appeal is permitted.<sup>1</sup>

<sup>1</sup> *If a student believes that they have been discriminated against in connection with any College program or activity because of a disability, they have the right to seek a review of such concerns under the ADA/504 Grievance Procedure.*

# College Policies & Procedures: General College Policies

## **Americans with Disabilities Act Statement & Guidelines**

Endicott College, through the Division of Academic Success and the Center for Accessibility Services, seeks to provide reasonable accommodations to qualified individuals as stated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendments Act of 2008 (ADAAA). Accommodations provide qualified individuals with an equal opportunity to obtain the same benefit or privileges as those available to a similarly situated individual without a disability. The law does not require institutions to waive specific courses or academic requirements considered essential to a particular program or degree if doing so would fundamentally alter the nature of the program or the degree.

Students requesting accommodations must self-identify and provide appropriate documentation of their disability. Eligibility for reasonable and appropriate accommodations will be determined on an individual basis.

Endicott College reviews all requests for appropriate and reasonable academic accommodations to students with disabilities. Decisions concerning requests for accommodations follow federal requirements and are based upon the following analysis:

- Does the student have a documented disability?
- Is the student "otherwise qualified?" (can s/he meet the academic requirements of the College with or without an accommodation)
- Is the request reasonable? (The following requirements must **ALL** be satisfied for the request to be considered reasonable):
  - The accommodation does not fundamentally alter the nature of the College's academic objectives or technical standards.
  - The accommodation does not present an undue financial or administrative burden on the College.
  - The accommodation does not pose a threat to the safety of others or the public.

At times, the College may deny a requested accommodation based on a lack of supportive documentation, the impact of undue hardship, the risk to the health and safety of our community members, or concerns that the requested accommodation would fundamentally alter the nature of the College's academic objectives and technical standards. In these instances, and if a student disagrees with the decision made by The Center for Accessibility Services, they can have the decision reviewed by the College's designated ADA/Section 504 Coordinator by submitting an [ADA APPEALS FORM](#).

## **Notice of Non-Discrimination**

Endicott is committed to establishing an environment free from all forms of discrimination and harassment for all members of the Endicott community. The College prohibits discrimination against any person on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity or expression, genetic information, military service, or because of marital, parental, or veteran status, or any other protected class.

Title VII of the Civil Rights Act of 1964 likewise prohibits discrimination in employment. The College complies with all federal and state laws regarding non-discrimination and does not discriminate on the basis of any protected class in its educational programs and activities, admissions, or employment. This policy sets forth the options and resources available to an individual making a report of Abusive Conduct (including Discriminatory Harassment). Reports alleging such conduct committed by students will be resolved according to the procedures outlined in this Policy. Reports alleging such conduct committed by employees of the College will be resolved consistent with the procedures outlined in the faculty and staff handbooks, and policies in the Endicott College Student Handbook.

### **Contact Information for Outside Government Agencies**

Individuals who believe that they have been subjected to discrimination or other acts of unlawful harassment or retaliation may contact the government agencies set forth below and use the complaint procedures established by those agencies to file a complaint (using the College's complaint process does not prohibit an individual from filing a complaint with these agencies).

If an individual requests that a report of abusive conduct remain confidential, the College will make all reasonable efforts to protect the privacy of the parties and the information involved in an abusive conduct matter. However, information regarding alleged abusive conduct must be addressed and, when applicable, handled in accordance with state and federal laws. Individuals should understand, for example, that under conditions of potential imminent harm to the community, the College may be required by law to inform law enforcement and the community.

The Complainant's request that the College treat information regarding alleged abusive conduct as confidential may limit the College's ability to investigate and take reasonable action in response to a report of misconduct. In such cases, the College will evaluate the request(s) that a report remain confidential in the context of the College's commitment to providing a reasonably safe and non-discriminatory environment. Even if the College cannot take disciplinary action against the Respondent because of the request for confidentiality, the College will nevertheless take prompt and effective action to limit the effects of the alleged misconduct and to prevent its recurrence to the extent warranted and practicable. Victims of abusive conduct have other reporting options, which they can pursue regardless of whether or not they choose to invoke the College disciplinary processes described in this policy. Victims can pursue criminal charges through Public Safety at 978-232-2222 or through the Beverly Police Department at 978-921-6040, as applicable. The College does not wait for the conclusion of a criminal investigation to begin the investigation of complaints of abusive conduct or violence. The College will take immediate steps to protect the alleged victim in the educational setting and prevent recurrent forms of abusive conduct.

## **Campus Communications**

Freedom of expression, the right to agree and disagree, the spirit of inquiry, and the free exchange of thought are essential in an open society. As part of society, each institution of higher education must help maintain these rights for all who are a part of its concern. Endicott presumes that all students and staff members who exercise their rights in these areas will do so with full responsibility. This responsibility extends to other individuals who may either agree or disagree and extends to the institution itself, its well-being, its physical property, and its reputation.

An individual student or campus group may call a meeting of students in the Callahan Center, Lower Level without need for club sponsorship as long as it is cleared by the Office of Student Engagement and falls within normal College operational procedure and regular hours.

Students may have free use of the intra-campus mailing facilities, including faculty and administrative mailboxes, with the stipulations that all mail/notifications must be given to the mailroom ready for distribution, that such requests are within the capacity of the intra-campus mail system, and that priority must be given to official College business. The use of intra-campus mailing facilities for unauthorized solicitation is prohibited. Any student-generated mailing must be approved by the dean of students prior to distribution.

## **Day & Overnight Trip Policy**

The following terms and conditions apply to all trip participants:

- It is the participant's responsibility to behave in accordance with the Endicott College Student Code of Conduct as stated in the current Endicott College Student Handbook.
- If bringing a guest, the student is responsible to ensure that the guest behaves in accordance with the Endicott College Student Code of Conduct as stated in the current Endicott College Student Handbook.
- Endicott assumes no responsibility for the participant's personal property.
- The student assumes all the risks and responsibilities surrounding their participation in the activity and waives all claims against Endicott College. A Risk and Release Form MUST be on file at Student Affairs before the departure of the trip.
- College-provided transportation MUST be taken to and from all destinations (unless otherwise noted).
- Alcohol is not permitted on the vehicle of transportation and during the trip.
- It is the participant's responsibility to adhere to the departure schedule stated prior to trip commencement. Endicott is not responsible for travelers who fail to comply with this regulation.

In addition, the following terms and conditions apply to all overnight trip participants:

- The student will be assigned a room for overnight accommodations. The student is responsible for all damage to that room. In addition, the student will not change their room location. Also, if asked to leave the hotel for the duration of stay, the student will be responsible for the payment and location for which they stay.

## **Student Demonstration Policy**

Endicott College values the right of students and student-comprised groups within the college community to organize and participate in demonstrations. The College is committed to supporting students with safe and organized practices that are within the College's designated time, place and manner restrictions. All members of the community are required to conduct demonstrations with dignity, courtesy, and in accordance with this policy and expectations detailed in the Student Code of Conduct. Endicott College Police and Public Safety will monitor, review, and address any safety issues or concerns occurring during a demonstration.

Students are encouraged to coordinate and consult with the Office of Student Affairs and Campus Police and Public Safety prior to holding any demonstrations. Any organized demonstration must also adhere to the "Use of Outdoor Space Policy."

The following time, place, and manner restrictions apply to all demonstrations and events:

- The right of way of all streets, sidewalks, parking lots, and alleys must be maintained. No blocking or interfering with vehicular, bicycle, or pedestrian traffic.
- No interference, blocking, or obstruction of entrance or egress of any campus buildings, hallways, or spaces.
- Harassment, physical abuse or violence, or threats towards another person or present group is not permitted.
- Demonstrations are only permitted to take place between 8:00am - 10:00pm.
- The construction of structures (including temporary, permanent, and/or portable) is not permitted without prior written approval from the Office of Student Affairs.
- The use of amplified sound, including speakers and microphone systems and/or bullhorns, is not permitted.
- Behaviors that prevent or attempt to prevent the operation of college activities and processes, including but not limited to class, academic initiatives, athletic games, and/or student engagement activities are prohibited. This restriction is not intended to prohibit Counter-Demonstrations.
- Students participating in a demonstration are required to comply with any directions and directives of College officials acting in their professional capacity.
- Endicott College reserves the right to enact any additional reasonable time, place and manner restrictions for demonstrations.

The College allows demonstrations at the following locations, dependant on availability of spaces:

- Amphitheater
- Courtyard between the Callahan Center & Center for Belonging
- Marblehead Quad
- First Year Area Quad

The Office of Student Affairs may also approve the use of other locations to accommodate particular needs of campus spaces and the demonstration.

### **Encampments**

No Endicott community member, student faculty or staff is permitted to create an unsanctioned temporary structure (such as tents and tarps) sometimes referred to as encampments. They undermine the College's ability to maintain adequate access to facilities for community members who deserve an unobstructed path of travel and safe, hazard free environments.

Encampments are often fire hazards that hinder fire personnel and first responders in the event of an emergency, create visual barriers that make it difficult for staff and first responders to deliver support services, and limit access or conceal prohibited conduct. Any temporary structure that the college deems to be an encampment structure attempt will immediately be dismantled and removed. Students involved in this activity will be referred to Community Standards for violations of these expectations.

### **Disruptive Classroom Behavior**

The faculty may dismiss any student from a class who persists in behavior that disrupts or adversely affects the learning and teaching process in their classrooms. Students must understand behavior that undermines favorable conditions for learning and teaching will not be tolerated. If continued, such behavior may lead to removal from the course and a grade of "F" recorded.

### **Fundraising**

There are a variety of student fundraising events during the course of the year. The College does limit the number of fundraising efforts to support outside groups and tries to effectively manage these activities to limit their impact on employees. All fundraising by student groups must be reviewed and approved. Fundraising Approval Forms are available on MyEndicott and require signatures from the sponsoring faculty/staff person and Student Engagement.

### **Good Neighbor Policy**

As members of both the Endicott and local community, all students, including those who reside off-campus, have a responsibility to demonstrate respect for all members of both communities. Endicott may hear complaints regarding alleged violations of College regulations or policies whenever or wherever the conduct in question occurs and will refer any inappropriate behavior to the code process.

At the beginning of the fall semester, the College and local officials from the Beverly Police Department and the City of Beverly host a mandatory educational workshop for local commuters to help eliminate complaints of negative student behavior off-campus in order to help the commuter avoid the severe consequences that could follow.

Also, it is the policy of Endicott to gather addresses for all students living off-campus, and we will confirm the addresses we have during the workshop. This allows the College to contact students in case of an emergency both on campus and off-campus (e.g., fires, criminal activity).

Additionally, when a complaint is filed about an off-campus location, accurate address information will allow the College to determine if the residents are Endicott students.

- Endicott students are expected to exhibit appropriate behavior at all times and follow the Endicott College Student Code of Conduct as outlined in the Student Handbook.
- The College will not tolerate negative behavior or lack of civility toward our neighbors in the Beverly community and surrounding municipalities.
- Students living off-campus are subject to Code of Conduct sanctioning by the Office of Community Standards for any inappropriate behavior that is conducted and reported to their office. Students are also subject to state and local laws and the authorities that govern them. The College does not represent students with local authorities.
- Endicott police officers may be asked to respond to off-campus housing locations by the Beverly Police Department. If so, students may be referred to the student conduct process based on any violations of student policies or law observed at these off-campus locations.

### **Medical Amnesty Policy**

The College values the health and safety of its members and supports an environment that encourages students to help others who are in need of assistance. This policy has been established to encourage students to take responsible action when another student or guest is at risk due to the consumption of alcohol or drugs.

Students for whom medical or staff assistance is necessary due to intoxication will be granted amnesty from the College's normal disciplinary process in accordance with the terms of this policy. Students involved in an alcohol related incident for which amnesty is granted are subject to mandatory interventions in order to focus on personal health and safety. This may include:

- mandatory educational interventions including workshops or assessments by Community Standards staff subsequent to a hospital discharge
- follow up developmental meeting and risk-assessment with a staff member

Students will be assessed a one-time \$50 fee to cover the cost of mandatory educational workshops and assessments as part of this amnesty policy. Students who require medical or staff assistance due to intoxication on more than one occasion are ineligible for amnesty and will instead be subject to disciplinary action up to and including suspension from the college.

The student who calls Public Safety or an appropriate campus official will also be granted amnesty, provided:

- The caller is an Endicott student/guest and
- The caller remains with the intoxicated student until a Public Safety Officer and/or campus official arrives

### **Gull Card Policy**

Photo identification cards, known as Gull Cards, are issued during the first day of fall Orientation to new students. Students are responsible for retaining their Gull Cards during enrollment at the

College. Students are expected to carry their Gull Cards on their person at all times. Students must produce a valid Gull Card upon request by any campus official. The initial card is free; if it is lost, there is a replacement fee of \$25.

If the card is damaged and the cardholder has the remains, there is a replacement fee of \$10. If there is a problem with the Gull Card, contact the Gull Card office.

Students should only be in possession of their own ID. Use of an ID other than their own is prohibited. Students found in possession of using an ID not their own may face disciplinary action. Improperly used IDs will be confiscated and turned in to the Gull Card office. Students may add dollars to their Gull Card at machines located in the Callahan Center, Business & Science Center, the Halle Library, and the Business Office.

### **Immunization Requirement**

The Commonwealth of Massachusetts mandates that all full-time college students show documentation that they have been immunized and are current with their vaccinations before attending class or residing on campus.

The required documentation includes:

- MMR (Measles, Mumps, Rubella) Vaccine: two doses required.
- Tetanus, Diphtheria, Acellular Pertussis (Tdap) Vaccine: one dose required within past 10 years.
- Hepatitis B Vaccine: three doses are required according to the vaccine schedule.
- Meningococcal Vaccine: one dose is required for newly enrolled students age 21 or younger, five years or sign the Information about Meningococcal Disease and Vaccination and Waiver for Students at Residential Schools and Colleges form.
- Varicella Vaccine: two doses are required.

In lieu of immunizations, the student may present documentation of a blood test (titer).

In lieu of immunization for varicella disease only, students may submit documentation by their health care provider of history of the disease; no documentation is required for those students born before 1980.

Health science students are required to submit documentation of the tuberculin skin test prior to clinical rotations.

In addition to the required immunizations, the College requires that all students complete a tuberculosis risk assessment including skin test results if performed.

This form is part of the main health form. They can be found on the [Wellness Center webpage](#).

### **Jury Duty**

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts." Endicott supports students in their fulfillment of this civic duty. Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work.

### **Meal Plan Modification Policy**

According to the terms and conditions of the Endicott Board Meal Plan Agreement, all resident students must participate in one of the board meal plan options.

The only exceptions to this policy will be documented cases of medical disability. Students with documented disabilities for whom eating in a dining hall is not viable due to medically necessitated dietary requirements may request a meal plan modification through the Office of Accessibility Services.

Decisions will be based on the documented need of the student as verified by the physician, meetings with Endicott's nutrition manager, past and current meal plan use, residence life placement regarding access to cooking facilities, the capacity of the dining hall to accommodate the need, and the capacity of residential life to accommodate a room change for the qualified student only, if necessary.

#### **Procedure for Dietary Accommodation**

1. Students must submit appropriate medical documentation to the accessibility services coordinator, which establishes the need for accommodation and relates the current impact of the condition to the requested accommodation. Meal plan modifications will only be granted for students with documented disabilities for whom eating in the dining halls is not viable due to medically necessitated dietary requirements.
2. Once appropriate documentation is received, it will be reviewed and evaluated.
3. A meal plan audit will be run for previous semesters as appropriate.
4. During this time, students will be asked to meet with Endicott's nutrition manager to determine whether or not modifications can be made in the dining halls based on the student's specific dietary medical needs. An appointment with the nutrition manager can be scheduled by calling Paul Belski at 978-232-2110 or emailing [dining@endicott.edu](mailto:dining@endicott.edu).
5. After the review of medical documentation, meal plan audit, residential life audit, and meeting outcome with Endicott's nutrition manager, a determination will be made regarding an appropriate accommodation.

### **Photography Policy**

Endicott does not attempt to collect photo release forms from members of its faculty, staff, or student body. Instead, we make the assumption that Endicott faculty, staff, and students are our

best resources for marketing the College and its constituencies and that they will welcome involvement in these activities.

All photographs taken for Endicott are the property of Endicott and may be used for Endicott promotional purposes (e.g. electronic and printed publications, websites, classroom use, college ads, etc.). The College reserves the right to take photographs of campus facilities and scenes, events, faculty, staff, and students for College use in any areas on campus where subjects do not have an expectation of privacy and provided the photographs do not violate the privacy of the subject.

### **Poster Policy**

Associate Director of Callahan Center Operations oversees and enforces processes of the poster policy, including:

#### *For Campus Clubs, Organizations, and Offices*

This policy outlines the guidelines for all posters displayed by Endicott College clubs, organizations, and offices in the Callahan Campus Center/on the academic campus. A “poster” refers to any temporary paper advertisement promoting an event, product, or service to the Endicott community. *Note: For information on posting within residence halls, please contact the Office of Residence Life.*

### **Poster Content Requirements**

All posters must include the following details:

- Event information: Date, time, and location
- Cost information: Any associated fees and acceptable payment method(s)
- Sponsoring entity: Name of the sponsoring club, organization, or office
- Contact information: Email, phone number, or social media handle for follow-up

### **Content Guidelines:**

- Posters must not promote or condone behavior that violates Endicott College policies, community standards, or local, state, or federal laws.
- Content must not be misleading, false, slanderous, or promote illegal activities, including the use of illegal drugs or the excessive use of alcohol.
- References to alcohol are not permitted unless the sponsoring organization has received formal approval to host a campus event where alcohol is served to individuals 21 or older

### **Poster Approval**

- Posters must be approved and stamped at The Booth in Lower Callahan *before* being displayed.

- Quantity limits: Up to 5 posters may be approved for the Callahan Campus Center. Up to 25 posters for the academic campus.
- If a poster may potentially violate this policy, The Booth may hold it for up to two business days for supervisor review.
- To review a poster before printing, email a draft to [Booth@endicott.edu](mailto:Booth@endicott.edu). You will receive a response within two business days.

## **Displaying Posters**

- Clubs, organizations, and offices are responsible for hanging their own posters.
- The Booth can provide you with a list of where approved postings can be hung.
- Only blue painter's tape may be used to hang posters. (Scotch tape, duct tape, and other adhesives are not allowed.)
- Blue tape is available at The Booth and must be returned after posting.
- Posters must not cover or overlap existing posters, signage, or wayfinding elements.
- It is recommended to place tape under all four corners for a clean and secure display.

## **Removing Posters**

- Posters may be displayed for a maximum of one month.
- Posters must be removed within 48 hours after the advertised event ends. (Please include this in your post-event clean-up plan.)
- Individuals may only remove their own posters prior to the stamped removal date.
- Posters that are outdated, unauthorized, or do not comply with these guidelines will be removed by Student Affairs staff or their designees.
- Please recycle posters after removal.

## **Smoking & Vaping**

All of Endicott's buildings are designated as smoke-free environments. Front steps/entrances of academic, administrative, and residential buildings are designated as non-smoking areas.

Smoking on the Endicott campus is restricted to designated smoking areas outside all of which are 20 feet away from the buildings. Smoking is not permitted in College residential areas at any time, including living rooms and other common areas in the residence halls. Students and guests are expected to respect all rights of non-smokers. Community members who are in violation of smoking regulations and/or tampering with fire equipment are subject to disciplinary action and/or restitution for damages to or cleaning of College property.

The following behaviors will automatically result in a minimum fine of \$500, as well as, a two-week residence hall suspension:

- Deliberately pulling the fire pull station or setting off the fire alarm.
- Covering smoke alarms and/or tampering with fire safety equipment.
- Smoking of any kind in any College building, including the use of vaporizers, electronic cigarettes, or any other smoking paraphernalia.

- Students who fail to evacuate during a fire alarm will be subject to a conduct hearing.

If you know of any covered and/or tampered with fire equipment, or have information about a pulled alarm, please share this information with a College official immediately. If you are uncomfortable meeting with a staff member, please feel free to use the anonymous tip form.

### **Solicitation Policy**

Generally, the sale, distribution of goods and services, and the solicitation for promotion of and advertising of any item, program, or service is prohibited on the College campus. The use of College facilities for solicitation purposes is prohibited. Individuals or businesses may apply to participate in the vendor program by contacting the Office of Student Engagement. Written approval must be obtained prior to participation. The College reserves the right to restrict and/or prohibit any individual, company, or group from participation in this program. Door-to-door solicitation within the residence halls and College facilities and the canvassing of Endicott property by external groups/individuals is prohibited. The unauthorized posting or distribution of literature on College property is prohibited. The unauthorized use of College-owned and/or operated technology and media for solicitation purposes is prohibited. Individual Endicott community members and or recognized clubs/organizations should refer to the campus communications section (p.53) when considering the appropriateness of their activities. Violations of the solicitation policy may result in the Persona Non-Grata Status (restricted/prohibited from all College facilities/properties and subject to trespassing) for non-Endicott violators and disciplinary action for Endicott community members.

### **Technology Ethics & Policy Statement**

Endicott is committed to providing access to local, national, and international sources of information through its technology resources in an atmosphere that encourages communication for business, education, and research purposes. The technology resources are managed by the Information Technology and Telecommunications departments. Information Technology supports all computer hardware, networks, labs, and Gull Card services. Telecommunications supports all TV, phone, and video services on campus.

The Academic Technology Department assists with the integration of technology in the curriculum and supervises the computer labs. The use of computers and other electronic resources at Endicott are governed by this document and by policies of the College contained in the Student Handbook, The Policies and Procedures Handbook, and the Faculty Handbook. The Information Technology Acceptable Use Policy can be found online at the Endicott College web page in the Information Technology Department section and may be requested from the Information Technology Department in writing. This document may be modified at any time by the president of the College and/or the President's Council. Timely notification of changes in the policy will be provided. All technology users are expected to read The Technology Ethics and Policy Statement and the Information Technology Acceptable Use Policy and abide by the stated policies and guidelines.

Students are advised that class sessions may be recorded by a fellow student for their own academic use if the recording has been approved in writing by the Center for Accessibility Services. These recordings may occur without future or separate notices.

### **Privacy Issues**

Reasonable efforts will be made to guard against possible violations of an individual's work as a result of tampering, destruction, and/or theft. All electronic communication systems along with the information developed and stored in those systems are the property of Endicott and are to be used for College-related purposes only. Consequently, the College has the right to retrieve and review material at any time, including information protected by password in all College-owned computers and computer systems.

### **Statement of Consequences**

The College requires that faculty, staff, students, and other authorized users accessing the technology will demonstrate responsible and ethical behavior and will abide by applicable policies. Violations of the policies and guidelines set forth in this document are subject to legal and disciplinary actions, up to and including dismissal from the College. Faculty and staff who violate the policies will be referred to the Human Resources Department, and students will be referred to the Office of Student Affairs and/or the Office of the Provost.

### **Social Media & Online Communication**

Endicott acknowledges that students use social technology to connect, collaborate, and communicate, and aims to encourage these forms of expression as an important part of student development and as an outlet for free speech. However, in this public forum, occasions arise in which student, faculty, or staff safety or well-being can be threatened in a negative manner and/or the positive educational environment disrupted. For this reason, all student conduct policies (e.g., Drug and Alcohol Policy, Discrimination, Retaliation, Harassment) and laws apply to online social spaces. Endicott expects students to conduct themselves online with respect, accountability, and responsibility.

Student communication on social sites (which include, but are not limited to: blogs, social networks, location-based presence applications, chat rooms, discussion boards, and public comments hosted on external sites) are not actively monitored by Endicott, but may be reviewed by conduct officials when they are seen as possible violations of Endicott College's Code of Conduct and will be acted on accordingly. This may include but is not limited to: harassment, threats, hate speech, bullying, privacy concerns, or public documentation of illegal or inappropriate activity.

Communication within online communities and social media sites represent public and open communication. As with other public arenas, information found on internet sites is

acceptable as information that may be presented in conduct code hearings and other proceedings related to the College. Acceptable information may include, but is not limited to: wall postings, journal entries, blog posts, pictures, videos, comments, status updates, avatars, and other openly accessible communications. Messages between individuals including: instant messages/chat logs, text messages, email, Facebook messages, Snapchat screen captures, or other electronic forms of private communication may also be used in the conduct code process when they are shared with officials by an involved party.

Endicott advises students who participate in online social networks to follow established safety practices and protect private information with the utmost care. Students should set privacy features to restrict access to their profiles, passwords, and pictures, and should not accept a connection request from someone who is unfamiliar or who the student cannot identify. The College also discourages the inclusion of personally identifying information in personal profiles such as address (including campus address), class schedule, phone numbers, screen names, email addresses, and full birth date. Students are reminded that administrators, parents, law enforcement personnel, future employers, and even predators may have access to view this information.

### **Technology Access Guidelines**

In order to better maintain the security of the computer system in general, users should be aware of the following guidelines:

- Use only those computer accounts for which you have College authorization. The unauthorized use of accounts as well as giving false or misleading information in order to obtain access to computer facilities is prohibited.
- Do not attempt to gain access to restricted portions of the system.
- Do not authorize anyone to use your account for any reason, as you are responsible for any actions performed with your account. You must take all reasonable security precautions, including password maintenance and file protection measures.
- Passwords should be changed regularly. While the College does not require password changes, it is highly recommended. If you feel that your password or account security has been compromised please immediately contact the help desk at extension 2072 or email [support@endicott.edu](mailto:support@endicott.edu).
- Your password should not be given to anyone including staff members who work with you. Temporary login codes can be assigned if you have a special project that requires individuals to perform tasks not normally associated with their positions.
- Memorize your password rather than writing it down. Use passwords that you can easily remember but that others cannot easily guess.
- User names not accessed for 90 days will be disabled for security reasons. If you know that you will not be using your account for more than three months, contact the Information Technology Department.

### **Internet Use**

Endicott provides internet access to faculty/staff and students as an instructional enhancement and as a support to research efforts. Information taken from the internet for use in reports and research papers must be acknowledged and correctly cited in order to avoid charges of plagiarism. In addition, users should use discretion when gathering information from the internet as some material may be considered obscene and offensive to others. Public computers and printers, such as those found in the academic computer labs, may not be used for accessing and reproducing offensive documents. When retrieving potentially objectionable material for legitimate academic reasons, the user is obligated to do so in a private setting so as not to disturb those who might be adversely affected. The College assumes that internet users will act responsibly and not engage in prohibited activities that can lead to disciplinary action.

### **Electronic email**

All faculty, staff, and students are provided with an Endicott web email account and instructions on how to use the email system as a means of improved communication with colleagues and for use in connection with College-related matters only.

- Students may access their webmail from any computer with an internet connection through gmail.com.
- Because email by nature is not secure, users should be aware of the limitations on the expectation of privacy. Therefore, users are responsible for changing their email passwords periodically and removing confidential mail from their computers as soon as possible.
- Information stored on College computer resources is the property of Endicott, which reserves the right to retrieve and review material at any time, including information protected by a password.
- The system must not be used to send chain letters or to transmit offensive material such as messages that are derogatory, obscene, or otherwise inappropriate. Any such incidents will be forwarded to the conduct code system.
- The College uses the email system as a primary method of communication to students for important College matters, individual correspondence, and notifications. It is expected that all students regularly check their Endicott email as they will be held responsible for all communication delivered through email.

### **MyEndicott**

MyEndicott is Endicott's web portal. Think of it as a gateway to many important areas, information, and functions, including class registration, room draw, access to your grades and other personal information, announcements, campus event calendar, and other resources such as downloadable documents and links to other pages and sites. Each academic school has a MyEndicott page, as do other departments such as Internship and Career Services, Student Services, Financial Aid, Bursar's Office, etc. There is also an area to create online groups for campus clubs and organizations, sports teams, and academic activities.

## **Academic Technology Lab Policies & Classroom Policies**

The computer resources at Endicott must be used in a manner that is consistent with the College's educational purpose and environment. All users of computer resources are expected to act in a spirit of mutual respect and cooperation while adhering to the policies set forth in this document. Those using Endicott's computer labs and classrooms must comply with the following practices and procedures:

### **Laptops**

All incoming first-year students are required to bring laptops to campus. Please review the College laptop requirements and view the new hardware recommendations for all majors.

### **Computer Labs**

Endicott has a total of five full computer labs, a Cyber Cafe open 24/7, numerous special purpose mini-labs for individual departments located throughout the campus, and multiple computer workstations in the Halle Library. For more information about the labs and other public workstations, please visit the computer labs page. If you need to reach us for computer labs, printer, or software support, please email [acadtech@endicott.edu](mailto:acadtech@endicott.edu).

### **Audio Visual Services**

Audio Visual Services (AV) provides the campus AV support and resources for all classroom and auditorium spaces. AV is available to provide event design consultations and trainings on system operation. Though AV maintains a small inventory of equipment that can be signed out for events and short-term usage, items over \$250 in value must be signed out by a full-time faculty/staff member. All trainings on system operation are available to all faculty/staff and students at no charge. For more information or to report a problem with a classroom AV system, please go to [Fresh Service](#) and log a ticket.

### **Digital Media Center**

The Digital Media Center is Endicott's TV studio/multimedia center that encompasses an HD video production studio, control room, and multimedia post-production/editing suite. The Center's resources include the Broadcast Pix digital production studio, a Telvue media storage, and distribution server, and Scala digital messaging system, as well as portable digital video cameras, digital non-linear video, and audio editing workstations, and professional lighting and audio recording equipment.

### **Canvas, YuJa, and Zoom**

Canvas is the learning management system (LMS), YuJa is our cloud-based media storage and distribution server, allowing faculty to embed videos, distribute podcasts, and other media files to their students efficiently and securely, and Zoom is the web conferencing application faculty use for "live" synchronous class or advising meetings. These online web tools allow faculty, students, and staff to collaborate and communicate in a variety of ways for courses and other approved campus departments and groups. Handouts, documents, and files of just about any type can be posted to these sites by

faculty or administrators for access and download by students and others. Additionally, online forums where faculty, staff, and students can post topics and responses for discussion can take place 24/7. Chat rooms, web conferencing, online quizzes, tests, and other coursework and assignments, as well as announcements and online grading, are also part of the Canvas LMS.

### **Workshops & Training**

Academic technology workshops for faculty, students, and staff are offered throughout the academic year on a variety of learning technologies, including smart classrooms, digital media technologies, Canvas, and web conferencing/virtual classroom technology. Schedules are posted each semester.

### **Unauthorized Access to College Facilities & Possession of Keys**

Unauthorized access, use, or occupancy of College facilities is a violation of College policy and may result in disciplinary action. Tampering with locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys are prohibited as well.

### **Use of Outdoor Spaces**

Campus outdoor spaces are accessible to students, unless otherwise locked, secured, or otherwise advised. Open possession and consumption of alcoholic beverages is prohibited in any outdoor spaces, outside of approved registered outdoor events. Additionally, the following behaviors are not permitted in any outdoor spaces outside of approved registered outdoor social events:

- Crowds in size that exceed a safe capacity within a specific area,
- Use of DJ equipment, Live Band, or other amplified music or noise that creates a disturbance,
- Public urination,
- Blocking of roadways and emergency egresses,
- Taking or moving college furniture outside,
- Littering or leaving trash in outdoor spaces.

Sunbathing is permitted only on College beaches and specific areas near certain residence halls. Sunbathing is not permitted on roofs of College buildings.

#### **Beaches**

Swimming at campus beaches (Patch, Mingo, Endicott) is at the individual's own risk. Always swim with a companion—never alone. Beaches are closed at dusk. Glass containers are prohibited on all beaches.

#### **Wooded Areas**

The grounds of Endicott are extensive. In an effort to keep students and guests safe, the College restricts the use of the wooded areas around the periphery of the campus. Periodic patrols of these areas are conducted, and students and guests are requested to disperse from

these areas. All College policies and procedures apply to these areas. Fires are prohibited at all times in wooded areas.

#### **Residential Outdoor Spaces**

The lawns in front of Williston Hall and Marblehead Hall are designated residential outdoor spaces. Students may utilize these spaces for outdoor recreation and relaxation, however must be mindful to not disturb residents of these specific residential communities. Open alcohol containers are prohibited outside of any designated areas in accordance with Massachusetts law.

#### **Vendor Policy**

Visits by vendors of any sort (off-campus technology support, deliveries of any sort, etc.) in the residence halls must be approved and coordinated in advance with the Office of Residence Life and/or Physical Plant.

# College Policies & Procedures: Residence Life

## **Mission Statement**

In alignment with Endicott's commitment to the development of the whole student, the Office of Residence Life is committed to providing a safe and supportive living environment that promotes academic success, personal growth, and a strong sense of community.

## **Housing Agreement**

All residential students are required to sign and complete and abide by the housing agreement.

## **Residency Status for Full-Time Students**

Endicott College provides housing for full-time students for up to 4 years (8 academic semesters). Residency status is determined initially at the time of admission to the College. Throughout enrollment at the College, residential students must maintain a minimum full-time course load of 12 credits both fall and spring semester. Students are expected to maintain continued residence status until graduation unless:

- the student becomes ineligible;
- withdraws from residence status;
- withdraws from the College;
- is removed for disciplinary reasons;
- or fails to meet all notification and financial deadlines.

Students on a leave of absence, study abroad, internship, or other academic program that warrants a short-term release from campus residence will be provided continued residence status upon their return. Students who are enrolled below 12 credits may petition to maintain their residential student status and housing assignment with authorization from the Director of Residential Life.

Seniors who have part-time academic status during their 8th will be permitted to remain in the residence halls under the following conditions:

- Students must be in good academic and conduct standing;
- Students must be within six credits of graduating from the College and enrolled in courses that are required for graduation;
- The courses must be taken on campus within the undergraduate college and cannot be completed online.

## **Housing Options**

Endicott offers a variety of housing options for students. Options include converted estates, traditional residence halls, suite-style living, townhouses, and apartments with kitchen facilities. You may review all options on the Residence Life website [endicott.edu/residencelife](http://endicott.edu/residencelife) under the tab "Housing Options."

## **After Hours Support**

Residence halls are staffed by Residence Life personnel during the academic year. Outside of traditional business hours, designated on-call Residence Life staff members can be reached 24/7 by finding a resident assistant (RA) or contacting Public Safety.

## **Assignment of Rooms**

Incoming first-year and transfer students are assigned their room based on: 1) the date of receipt of enrollment deposit/continuation deposit to the Office of Admission and 2) the online Housing Preference Form. While requests for roommates and hall preferences are taken into consideration, the College cannot guarantee preferred housing choice. When a roommate is requested, the College will use the later deposit date to place in housing.

Current returning resident students are eligible to participate in the online housing selection process, which occurs during the spring semester if the student:

- Is in good standing with the College
- Has no outstanding financial balance on their account as of April 1
- Has not submitted a Change of Residency Status Form to live off-campus for the upcoming fall semester
- Completed the online Housing Intent Form by the due date

The returning student housing selection process occurs during the spring semester, prior to the following academic year. Information about the housing selection process will be emailed to all students, posted in the halls, and will be available on the Residence Life web page under "Housing Selection."

Students returning from study abroad, distance/full-semester internship, or leave of absence will be allowed to participate in housing selection if they were residents immediately preceding their absence, and have been readmitted to the College by the April 1 deadline.

Students who opted to move off-campus through a Change of Residency Form (CORA) do not qualify to participate in the housing selection process going forward, as signed on their CORA form. If a student wishes to be considered for housing, they will be placed into housing on a space-available basis after housing selection is over. Placement into housing cannot be guaranteed and is based on housing availability. If housing is available, the location of housing cannot be guaranteed with friends/roommates/class year.

The College reserves the right to change room, and or roommate assignments, based on administrative need and approval. As occupancy changes, the College may require that students accept roommates or be reassigned to a different space in order to consolidate spaces. The College will attempt to communicate all room and roommate assignments 24 hours in advance of changes occurring. In times of need, the College may need to move a student into an open bed immediately and reserves the right to do so.

### **College Leased Residence Halls**

Endicott College leases several residence halls in the local community, where students may be assigned housing. Students are required to follow all policies and student expectations detailed in the Code of Conduct, housing agreement, and any additional policies specific to their residence hall. Students who violate policies will be referred to the Student Conduct process. Additionally, students who violate policies and result in removal from their assignment in a leased residence hall may not be eligible for an alternative housing assignment, as well as will be referred to the Student Conduct process.

### **Change of Residency Status—Permanent Change**

Students interested in changing their residency status must complete the change of residency form. All Change of Residence (CORA) Forms are subject to approval by the Associate Vice President for Student Affairs' office. Students who submit their Change of Residency Form after the deadline will lose their \$500 continuation deposit. These forms must be received prior to April 1 for the upcoming fall semester, and December 1 for the upcoming spring semester. Students who are approved for a permanent change of residency request will not be eligible to return to on-campus housing. Minimum requirements for approval for off-campus housing include:

- The student must be of junior or senior status or be 21 years of age.
- Students must have a GPA of 2.3 or higher.

### **Early Arrival Requests**

In order for buildings, rooms, and the College to be fully prepared for move-in, students are expected to arrive on their assigned move-in date, and not before. Students arriving prior to their assigned move-in date will not be permitted to move in under any circumstances.

To ease the transition and ensure support, new students are not permitted to move in prior to the new student move-in date, which is the start of Orientation. New students will receive an email in mid-August sharing their housing assignment, roommate(s), and move-in time. Shortly thereafter, a move-in access pass will arrive via postal mail, which will allow access to the student's building during their assigned time on their assigned move-in day. Students may arrive any time after their assigned move-in time, but not prior. Note that students will receive the same move-in time as each of their direct roommates.

Returning students are not permitted to move in prior to the returning student move-in date as established in the 2022-2023 academic calendar. Returning students arriving prior to this date will not be permitted to move in under any circumstances.

Returning students will receive their move-in time, room assignment, and direct roommate name(s) via email in mid-August. In addition, they will receive a packet in the mail with their move-in access pass, which will allow them to move in during their assigned time. Returning students may arrive any time after their assigned move-in date/time, but not prior.

Exceptions to the returning student move-in date include the following approved early arrival groups: international students, teachers in practicum training, RAs, OLs, in-season athletes, on-campus jobs with advance request of supervisor and approval, or internship with supervisor approval.

If a student arrives unapproved before their move-in date: they will be fined \$150 and will be expected to leave campus and only return on their move-in date/time. If a student cannot go home they will be charged an additional \$150 per day to stay on campus until their assigned move-in date.

If a student arrives on their assigned day of move-in and prior to their assigned check-in time: they will be routed to a holding parking lot and be asked to wait until their assigned move-in time.

If an unapproved student arrives early and stays with a roommate/suitemate/friend who is approved to be on campus: the unapproved student will be fined \$150 and asked to go home until their assigned move-in date/time. In addition, the host who allowed another student to come early will be asked to leave campus regardless of their reason to be here and will be fined \$150.

In cases of extreme exception, returning students may apply to be considered for an early arrival date at the rate of \$100/day. To apply, students must write a letter of appeal two weeks in advance of their requested date to the director of residence life.

### **Summer, Winter, & Holiday Housing Requests**

Information and applications for housing during Thanksgiving, winter, spring, and summer break are sent via email by the Office of Residence Life, three to four weeks in advance of each break. All requests submitted past the posted deadlines are subject to a \$25 late fee.

Students who apply and are accepted will remain in their permanent housing for winter break, Thanksgiving break, and spring break.

Summer housing is limited. Summer applicants will be approved and placed into housing as available. Students applying for the following reasons will be prioritized for summer housing:

- Working on-campus (If 25 or more hours and hired by Human Resources, no charge)
- Taking classes on campus; (online classes and classes on other campuses do not qualify) (\$125/week)
- Internships for college credit (\$125/week)

There is an additional cost for summer housing. Students who do not meet the listed criteria who wish to stay for summer will be placed into housing on a space-available basis and will pay \$350/week.

Summer housing cannot be guaranteed and is a privilege. Guests are not allowed during any break period. College policies are enforced during all break periods. If a student is found in violation they will be removed from break housing immediately.

### **Off-Campus Housing**

The College does not have an affiliation to any specific off-campus residence with the exception of College-leased units, located at designated off-campus residences and utilized by the College on an as-needed basis. Please be aware that city zoning ordinances prohibit more than four unrelated individuals living in a single residence. Students wishing to move off-campus should contact the Office of Residence Life. A student must complete a Change of Residency Application (CORA) and return it to the Office of Residence Life no later than December 1 (for spring semester) or April 1 (for fall semester) to avoid forfeiture of the enrollment/continuation

deposit. The change of residency policies and procedures are outlined on the Change of Residency Application.

Students who opt to move off-campus through a Change of Residency Application (CORA) do not qualify to participate in the housing selection process going forward. If a student wishes to be placed into housing, they will be placed into housing on a space-available basis after housing selection is over. Once a student removes themselves from housing using the CORA form, placement into housing cannot be guaranteed. If housing is available, the location of housing cannot be guaranteed with friends/roommates/class year.

### **Access to the Residence Halls**

For safety and security reasons, all residence halls are locked 24 hours a day. Access is gained by means of the student's Gull Card (or key during the summer months). A student contributing to any breach of security is subject to disciplinary action. Residents share responsibility with the College in ensuring that safety measures are maintained. If there is an issue with an ID or key, students should notify Residence Life staff immediately. Residents are responsible for carrying their Gull Card and key at all times and for ensuring their room/suite door is locked for privacy. It is against College policy to share College-issued keys and/or Gull Cards. It is against college policy to keep a door unlocked, propped, or otherwise insecure.

## **Health and Safety Inspections**

The Office of Residence Life conducts routine visual health and safety inspections of residence hall rooms and apartments, including both announced and unannounced. The purpose of these inspections is to enforce College policies, as well as inspect spaces for health and safety purposes.

## **Searches**

When there is a reason to believe that a violation of College policy and/or city, state, or federal law has occurred, a search may be conducted by College officials. If the College authorizes a room or vehicle search, it will be conducted in the following manner:

- For room searches, an attempt will be made to notify the occupants by knocking and announcing the staff presence. If there is no answer, or they are not admitted, they may enter a room.
- For vehicle searches, an effort will be made to notify and have the student owner present during the search. If the student cannot be located, and there is cause to believe the car contains contraband, it may be secured on campus until the student is located and the vehicle is searched.

In either case, if contraband, weapons, drugs, drug paraphernalia, stolen items, or any items found in violation of College policy are discovered, the items may be confiscated.

## **Emergency Entry**

Rooms and/or vehicles may be entered when/if: a delay to obtain authorization constitutes a possible danger to persons, property, the building itself, or other circumstances to maintain campus order and/or community safety.

## **Roommates & Community Living**

Each roommate has the right to:

- Read and study without interference, unreasonable noise, and other distractions
- Sleep without undue disturbances
- Live in a clean environment
- Host guests, only with the advance approval of all roommates and in accordance with College guest policies
- Be free from intimidation and physical and/or emotional harm
- One's belongings and personal property being respected

## **Roommate Conflicts**

If a roommate disagreement arises, we ask that students take the following steps toward resolution of the issue:

1. If a student is having difficulty with their roommate, we encourage students to discuss the issue with their roommate directly. Many times the roommate is not aware there is a problem and most issues can be handled with direct communication.

2. If students cannot handle the issue on their own, they may approach their resident assistant for advice, or to discuss doing a roommate mediation. During a roommate mediation, all parties involved will review and amend their roommate agreement.
3. If the RA cannot successfully mediate the situation or solve the problem, residents will meet with the residence/area director of the building.
4. If all else fails, a room change is the final solution. Students will work with their residence/area director to apply for a room change.

Space is very limited on campus and we ask that students discuss and address their concerns directly as a room change may not be an immediate option.

### **Unauthorized Room Changes**

Room changes unauthorized by the Office of Residence Life are not allowed for safety and security reasons. Unauthorized room changes will result in conduct sanctions and students will be required to move back into their assigned space.

### **Residence Hall Meetings**

Residence Hall meetings will be held in the residence hall or a designated area at the start of the semester and then various times throughout the semester as needed. These meetings are mandatory, as they are a major source of important information regarding expectations, policies and procedures, building openings and closings, holidays, and programs. If you cannot attend, contact your residence/area director to find an alternative meeting time. Students should seek out residence life staff for more information.

### **Keys & Gull Card Access**

Gull Cards grant access into each student's assigned residence hall. In some cases, the Gull Card also gives students access to their individual rooms within the hall. Loss of a Gull Card should be reported immediately to the Gull Card Office. The replacement fee for a Gull Card is \$25.

Room keys are issued to each student (except for those halls where the Gull Cards work on interior rooms.) All keys are signed for on the Room Condition Report at check-in. Loss of a room key should be reported immediately to the residence/area director or the Office of Residence Life. The charge for a lost key is \$50 for each key that needs to be replaced. Keys not returned at the end of the academic year, for any reason, will be considered lost and will incur the charge of changing the lock core and keys replacement.

### **Kitchen Facilities**

Most residence halls have a kitchenette. Residents of each hall are responsible for maintaining the cleanliness of kitchen facilities. Cooking is not permitted in student rooms; Use of hot plates, microwave ovens, popcorn poppers, overloaded extension cords, or plugged-in appliances are considered fire safety violations. These items will be confiscated by College staff, and a fine may be imposed.

A MicroFridge may be rented or purchased through the College vendor, MicroFridge. Most buildings have a communal microwave. Students may not bring their own microwaves. Students may bring their own mini-fridge.

### **Laundry**

All residential areas are equipped with washers and dryers. The College is not responsible for damage to clothing or other personal items. If a laundry machine is not working, please report the issue directly to the laundry company and send an email notification to the residence/area director directly that you have submitted a ticket for the issue.

### **Storage**

The College does not provide any additional storage for student belongings during the academic year, winter break, or summer break. Students should only bring belongings that they can fit into their room or apartment. Each student assumes full responsibility for all personal belongings. All personal items and furniture should be removed from the student's room before they check out or when they move to another room. Any items left behind after check-out will be considered trash and will be disposed of by the College. The College does not assume responsibility to ship or store any personal belongings. If needed, students may contact local storage facilities.

### **ADA Requirements**

Students who seek specific housing accommodations must first qualify as a person with a disability as defined in Chapter 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). To initiate this process, you are encouraged to register with the Center for Accessibility Services. The office is located on the second floor of the Diane M. Halle Library and online at the Center for Accessibility Services website.

### **Damage to Personal Property**

The College assumes no liability for damage or loss of any resident's personal property. If the resident is not covered by insurance for loss of personal property through policies held by the resident's family, the College recommends that the resident contact an insurance carrier concerning the availability of protection against loss prior to arrival on campus/occupancy of College residence.

### **Lofts & Bunking**

Only College-supplied lofting and bunking arrangements are permitted for safety reasons. The use of lofted beds constructed with wood, cement blocks, plastic bed risers, or any other like materials are prohibited. Please contact your RD/RA to make the proper arrangements. Upon arrival to the College or during the school year, students may request to have their beds lofted, bunked, or debunked. Requests will be approved and completed based on available equipment and staff available to complete the request. The College does not take specific furniture orders in advance of student arrival. All lofted and bunked beds are affixed with a safety rail. It is required that all safety rails remain installed and in use for safety purposes.

## **Pets & Animals**

Pets are not allowed unless they are designated assistance animals or emotional support animals and have been approved in advance by the College. The one exception is fish in tanks. Tank size is limited to 10 gallons. Damage to College property due to faulty or broken tanks is the student's responsibility.

## **Community Health & Safety Living Standards**

Endicott has a deep commitment to providing a safe and secure environment, in which students can live, learn, work, and pursue their interests. Threats to personal safety, compromising the learning environment, and disruptions of students' rights to live with a reasonable degree of peace, are causes for concern and require intervention. College staff (including but not limited to Residence Life, Student Affairs, Physical Plant, Public Safety, etc.) reserve the right to enter student living spaces at any time to conduct health, safety, cleanliness, and maintenance inspections and updates. Any non-compliance with College and fire department regulations, along with health concerns such as open food in the room, excessive trash, and items blocking egress, will be addressed. Failure to comply with the community health and safety living standards may result in conduct sanctions, including fines and possible loss of residency.

## **Fire Safety**

The fire alarm system at the College serves to protect lives and property. The College takes fire safety and protocol incredibly seriously. The following behaviors will result in a minimum charge for the cost of a fire department response (\$700.00):

- Deliberately pulling the fire pull station or setting off the fire alarm
- Covering smoke alarms and/or tampering with fire safety equipment
- Smoking or intentionally creating smoke or vapor of any kind in any College building, including the use of vaporizers, electronic cigarettes, or any other smoking paraphernalia
- Blocking or misuse of fire exit doors

Due to the cost of having the Beverly Fire Department respond to false alarms, individual residents or entire residence halls will be assessed a fine for preventable, false fire alarms in addition to the fine assessed for any intentionally set fire alarms.

It is required that all persons leave any facility during the sounding of the alarm system. A fine and conduct action will be incurred for non-evacuation.

If a student has knowledge of any covered and/or tampered with fire equipment, or information about a pulled alarm, they are expected to share this information with a College official immediately. If a student is uncomfortable meeting with a staff member, they can use the Anonymous Report Form provided online through Public Safety.

### **Outside Fires are Not Permitted:**

- Outdoor fires are not permitted on campus property, including campus wooded areas and beaches without the written permission of the Endicott College Chief of Police,

Beverly Fire Department, and sanctioned by the College. This includes the use of any unauthorized gas or charcoal grill, natural or manufactured fire pit, or any other open flames.

#### **Smoking Regulations on Campus:**

- Smoking and vaping are prohibited in all College buildings and facilities
- Smoking and vaping are allowed only at designated smoking areas. Designated smoking areas are located at least 20 feet from any building

#### **Prohibited Items**

The following items are not permitted in on or off campus residential facilities. Items are subject to confiscation and being destroyed / disposed of by Residence Life staff, as well as referral to the Student Conduct process.

The Following are not permitted:

- Air conditioners not installed by the college
- Personal/non-College issued bed frames or mattresses
- Carpet tape
- Ceiling tapestries
- Cinder blocks
- Humidifiers
- Pets (other than non-carnivorous fish - limited to a tank size capacity of 10 gallons)
- Covering of smoke detectors; blocked, disabled, or tampered with fire equipment
- Fire sprinkler heads or piping operationally compromised by the presence of tape, hanging materials, or obstructions
- Automatic door closing mechanisms disabled or by-passed (propping of fire doors)
- Obstruction of, or tampering with, fire protection devices/equipment (fire alarm pull stations, hose cabinets, fire extinguishers, sprinkler heads)
- Holes that penetrate walls, ceilings, and doors
- Obstructing corridors, stairwells, lobbies, or exit doors (furniture, storage, tape, etc.)
- Removal of emergency/exit signage
- Smart or automated recording devices (including but not limited to Ring, Nest, and Blink cameras)
- Tampering with, obstructing, or vandalizing exit and emergency lights
- Weapons

The Following Hazardous Appliances are Not Permitted:

- Space heaters
- Halogen lamps
- Spider lamps (lamps with multiple "arms")
- Hotplates
  - Note: Griddles and panini presses with automatic shut-offs are allowed in apartments/houses with kitchens
  - Note: coffee makers with automatic shutoffs are allowed on campus

- Toaster ovens and microwaves
- Non-UL approved appliances and lights
- Electric blankets
- Appliances containing immersion coils
- Air fryers
- Coffee pots without automatic shutoff
- Potpourri burners
- Wax warmers (includes both tea light candle and light bulb warmers)
- Vaporizers
- Halogen lamps
- Hot plates
- Hot pots/Crockpots
- Immersion heaters
- Popcorn poppers
- Microwaves that are not part of a Microfridge

Open Flames are Not Permitted, Including:

- Candles
- Incense
- Kerosene lamps

Electrical Hazards are Not Permitted:

- Overloaded receptacles (use of “octopus” adapters)
- Extension cords that are not surge-protected (all extension cords must have surge protector)
- Cords running under carpets, or excessively long extension cords
- Cords nailed or stapled to walls
- Splicing of electrical cords

Excessive Combustible Materials are Not Permitted:

- Excessive disorderly condition and the storage of excessive amounts of trash, paper
- Natural material holiday decorations
- Partitions installed by residents
- Excessive decorations, tapestries, posters, or other wall/door coverings
- Tapestries or decorations attached to ceilings
- Fireworks, explosives, and ammunition
- Covering of doors
- Lighter fluid, kerosene, charcoal fluid, or any flammable liquid
- Gas or charcoal grills, manufactured or natural fire pits, or any other source of open flame, burning coals, or any other device used for the combustion of natural or artificial fuel sources.

## **Alcohol Policies within Residence Halls**

## **Use of Alcohol in the Residence Halls**

Policies and procedures regarding alcohol use in residence areas were developed to:

- Establish and maintain an atmosphere that is conducive to academic success and personal development
- Protect College and student property
- Demonstrate College compliance with state and local laws regulating the use of alcohol
- Encourage students to take responsibility for their own actions and their residential community

Legal age residents (21 years of age or older) are permitted to responsibly possess and consume alcoholic beverages in residence hall rooms, suites, and apartments where residents of the room are of legal drinking age.

Open containers in hallways, common areas, or outdoors are strictly prohibited by law and College policy. Proper identification must be carried at all times. Students of legal drinking age are expected to produce identification when transporting alcohol throughout campus and are expected to use discretion when doing so.

Limits for the possession of alcohol, as defined by the College, per eligible resident at one time may not exceed: 12 cans/bottles of beer OR 750 ml. of wine OR 750 ml. of hard alcohol.

Decorative alcohol containers and collections (e.g. bottles, bottle caps, cans, etc.) are not permitted in College housing regardless of resident age.

## **Guest Policy**

Endicott's guest policy has been established to ensure a comfortable and safe community environment in the residence halls. A foundation of Endicott's guest policy is that guests (both current students who do not reside in the same room as the host as well as non-student guests) are only permitted with the consent of a resident's roommate(s).

Residence Life staff and Public Safety will address any behavior that jeopardizes the well-being and comfort of roommates. The following bullets delineate the guest policy rules, restrictions, and procedures that apply to resident students hosting guests:

- Guests are defined as persons who are not Endicott College residential students, or a student visiting a residence hall room not their own.
- At all times, the rights of the roommate(s) to sleep, study, and remain in their space takes precedence over the privilege of having guests visit.
- After 7 p.m., non-student guests who desire access to the College and do not possess a valid Endicott identification card (Gull Card) will be required to park their vehicle, and all occupants desiring access to the campus must come into the Public Safety Office to sign in and receive a visitor badge and/or a visitor parking permit.
- Students are only allowed to sign in two non-Endicott guests at a time, including overnight guests.
- Off-campus guests and resident students visiting a residence hall that is not their own, must sign into the building in the presence of the host when desk attendants are present.

If a guest cannot produce their Gull Card ID or visitor pass, they will be denied access to the building and asked to check-in at Public Safety.

- All students (first year and returning) are not allowed to have overnight visitors for the first two weeks of school. Guests are not permitted after 5 p.m. on the last week of classes each semester, through finals.
- Students residing on campus for any break (winter, spring, Thanksgiving) are not allowed to host guests.
- Students residing on campus in the summer may not host guests.
- With permission from all roommates/suitemates, a student may host overnight guests for a maximum of six nights total during any semester.
- Students should be aware that persistent or regular daytime visitors, including other students, non-students, parents/guardians, and/or other family members can be disruptive to other residential students and the student learning process. The College maintains the right to limit daytime visitations at its discretion.

Residence Life staff and Public Safety will address any behavior that jeopardizes the well-being and comfort of roommates. It is expected that Endicott students who are visiting others within their own building or another building will honor the College overnight guest policies and will follow established procedures as outlined below. The College will take disciplinary action if at any time there is any indication that the overnight policies are being violated.

Off-campus guests and Endicott commuter students are required to obtain a visitor pass/parking permit from the Public Safety Office.

#### Procedures for Hosts of Overnight Guests:

- Obtain verbal permission from all roommates to have a guest. A clear understanding of the length of time a guest will be visiting needs to be made and approved by all roommates. With permission from all roommates/suitemates, overnight guests may stay for a maximum of two consecutive nights per occurrence.
- Resident students who invite a non-student to visit them are required to pre-register their guest(s) with Public Safety

### How to register:

- To access the registration form, go to [endicott.edu/guestpreregistration](http://endicott.edu/guestpreregistration), or click on the Endicott College Overnight Visitor Registration Form on the Public Safety section of the Endicott website.

### Procedures for Overnight Guests:

- Upon arriving to campus, off-campus guests are required to sign in with Public Safety and receive a visitor's permit which they must keep with them and furnish upon request. All guests bringing a vehicle to campus will receive a parking permit.
- Guests who arrive on campus WITHOUT being pre-registered will be required to contact their host, and the host will need to confirm with Public Safety that the visitor is welcome, before receiving their guest pass and parking permit.
- Guests authorized by their host to stay past 1 a.m. are considered overnight guests. With host and roommate permission, overnight guests are allowed to stay a maximum of two nights. Guests who occupy College housing for longer than two nights consecutively may be charged the full cost of the room, and their host may be referred for student conduct action, with penalties ranging up to suspension from housing.
- Overnight visitation may be limited at certain times throughout the semester including, but not limited to, an emergency occurring on campus or to address resident behavioral issues. Guests who violate College policies may be placed on Persona Non-Grata or served with a no-trespass notice from the College.

### The responsibilities of hosts are as follows:

- Remain with your guest(s) at all times. This responsibility begins the moment your guest arrives on campus, whether the guest(s) have been registered or not.
- Inform guests of College rules, regulations, and policies, and inform them that they must abide by these at all times.
- Assume responsibility for the actions of their guest(s). Should a guest violate any of the aforementioned, the host will assume responsibility for the violation and will be subject to conduct sanctions and pay any and all restitution for damages, regardless of whether or not the host was present during the violation.

### The responsibilities of guests are as follows:

- Register themselves and their vehicle at the Public Safety office, and obtain a temporary parking sticker and visitor's permit which must be on their person at all times and furnished upon request by any College Official.
- Remain with their host at all times. Guests without hosts will be required to leave campus.
- Abide by all College rules, regulations, and policies

### **Lockouts Policy**

It is the responsibility of every residential student to carry their keys and Gull Card with them at all times. If by chance a student is locked out of their room students are encouraged to find their roommate first. If that fails, then students should try to find a staff member within the building,

either their RA or RD/ARD. If there is neither a roommate around nor a staff member around, then the student can call Residence Life during normal business hours or Public Safety after hours. Students will need to show their Gull Card to have the lockout performed or show their Gull Card once let into their space should it be locked in their room. Students are given three courtesy lockouts (per academic year). Once the three lockouts have been performed, any additional lockout will result in a \$25 fee charged per lockout performed.

### **Quiet/Courtesy Hours**

In the interest of promoting an atmosphere of mutual respect and academic success, times have been designated to support a studious environment:

- Courtesy Hours: 24/7
- Quiet Hours: Sunday through Thursday: 11 p.m. to 9 a.m.
- Friday and Saturday: 1 a.m. to 10 a.m.

The College expects that residence halls will provide quiet time for proper rest and study; therefore, the College also has a courtesy hours policy. At all times audio/visual appliances are to be played at reasonable volume out of consideration for the general College community and cannot be projected out of windows. If asked by a fellow resident or a College staff member to turn down any audio/visual appliance or to quiet down, students are expected to comply with this request.

Students with amplified electric instruments, subwoofers/speakers, or disc jockey (DJ) equipment may be asked to bring these items home if they continue to cause issues within the community. Students may not place speakers in windows to play music outside. Headphones are encouraged to support courtesy hours.

Quiet hours will be extended to 24 hours starting at 5 p.m. the day classes end before final examinations at the end of each semester.

Summer quiet hours will be shifted to accommodate conferencing groups on campus.

### **Registered Event Policy**

Endicott is committed to maintaining a safe social atmosphere for all students on campus, whether or not they choose to consume alcohol. The following social event policies are to provide guidance for the responsible and legal use of alcohol for those 21 years of age and older who choose to do so while adhering to College policies and procedures and Massachusetts laws and regulations.

#### **Social Events That Involve Alcohol**

Registered social events that involve alcohol may only occur in residences that are designated for social events and in which no less than 51% of occupants are of legal drinking age (21 years of age or older), have attended the social event registration workshop, and have two designated sober hosts.

Everyone at the event must be of legal drinking age other than those who reside in that living space. Sober Hosts are responsible for monitoring the entrances and checking identification cards.

Students who wish to host a social event that exceeds two guests per resident OR 20 people total, including hosts, must register the event with the Office of Residence Life by noon on the Wednesday prior to the event. Students seeking to host a registered event must fill out the Registered Event Application sent to them via email by Residence Life Professional staff. Submission of this form does not guarantee event approval. Hosts must receive written approval for their event and meet the registered event workshop requirements outlined on Page 69 in order to complete the event registration process.

Registered events will only be approved for Friday or Saturday nights, and must conclude by 1 a.m. Please note that quiet hours begin on the weekends at 1 a.m., so be respectful of your neighbors. Registered events must comply with any request made by other residents to lower the noise level.

A maximum number of event attendees (including residents) are allowed, as follows:

- Williston: 50
- Gloucester, Manchester, or Woodside: 30
- Hawthorne:
  - Eight person pods: 30 people;
  - 10 person pods: 40 people;
  - 12 person pods: 50 people
- Tower: 30
- Cliff House: 30
- Rockport: 30
- Farmhouse: 30
- Ledge: 30
- Essex House: 50
- Standish: 30
- Venuti: 30

The residence/area director or designee and the event hosts will agree on the maximum number of event attendees at the social event registration meeting prior to the event. There will be a limit on the number of events approved for each night at the discretion of the Office of Residence Life staff. Social Event Registration Forms will be considered on a first-come, first-served basis. The number of events in any one location or in close proximity to another event will be decided by the Residence Life staff. Additional events may be approved at the discretion of the Office of Residence Life. Residence Life reserves the right to either lower the limit on any given weekend or in cases where students have demonstrated a history of responsible behavior, increase the number of events.

All residents and guests in attendance at the event must possess a valid Endicott identification card and a valid state identification card. Off-campus guests must possess a valid state identification card and a guest permit and be with their host in order to gain entrance to the event. Hosts are responsible for ensuring that admittance is denied to anyone under 21 years of age.

Two of the residents of the event location must serve as designated sober hosts, and all residents must sign the Registered Event Form indicating responsibility for the event (once registered as a designated host, there is no switching with another resident or relinquishing your duty). Being a designated sober host means that you cannot consume any alcohol or drugs prior to or during the event. Sober hosts must monitor all entrances/exits to the residence.

This monitoring should include:

- Checking identification cards (Gull Card)
- Ensuring that the number of people at the event does not exceed the limit
- Preventing anyone from leaving the event with an open container of alcohol
- Ensuring everyone adheres to all College policies and procedures
- Contacting Public Safety in case of any problems or emergencies

The residents of the living space where the registered social event is occurring are responsible for the actions of their guests, whether invited or uninvited and will be held responsible for damages in the vicinity of the event.

The outer area of the residence where the event occurred must be cleaned up immediately after the conclusion of the event. Within 12 hours of the event's conclusion, the inside of the residence must be cleaned.

Events that are open to the general public are not permitted; no public advertising is permitted.

Residence Life staff will routinely visit during the course of the event to ensure that the sponsors are not harassed by uninvited guests and that hosts are abiding by the regulations for having a responsible event. In the event that the registered social event becomes out of hand, or starts to violate the agreements, the hosts should immediately contact Public Safety for assistance.

#### Alcohol Policies for Registered Social Events for Students who are over 21

- While hard liquor may be present at registered events, any type of communal alcohol (ie. kegs, punch, etc.) is not permitted.
- No drinking games may occur even if the game involves water instead of alcohol.
- No binge drinking paraphernalia may be present (ie. beer funnel, etc.).
- No furniture that promotes drinking is permitted (i.e. beer pong tables, etc.).
- Alcohol may not be served to an intoxicated individual.
- Alcohol may not be served to any person under 21 years of age, nor should they be present at a registered social event that has alcohol present.

### **Registered Events That Do Not Involve Alcohol (Dry Events)**

Endicott promotes alcohol-free events. Students can submit a registered event request, similar to students seeking to host a registered event request with alcohol, and simply identify that alcohol will not be present.

### **Social Event Registration Workshops**

At the beginning of each academic semester, two Registered Event workshops will be offered for any apartment or suite planning on hosting a Registered Event. This workshop is mandatory for all residents of the suite or apartment in order to be approved to host a Registered Event. Once all residents of your suite or apartment have attended the Workshop, as long as you continue to host successful events, you will not be required to attend any further Workshops that semester. At least one workshop is required per semester regardless of previous successful Registered Events.

## **Residence Life Procedures**

### **Room Condition Report (RCR)**

A Room Condition Report is an inventory of all furniture and other articles present in a resident's room and their condition at the time of check-in. This form provides each student an opportunity to assess and document the condition of College items for which a resident is responsible. Each student will review and sign the Room Condition Report Form (RCR) within a week of moving into a space. Students have two weeks from the time of check-in to make changes to the RCR. After that time, the RCR will be considered final. The Room Condition Report is used to assess damages, fines, and charges when the student changes rooms or vacates at the end of the semester or year.

### **Residence Hall Check-In**

Students will be notified of housing assignment and move-In procedures in August for the fall semester and January for the spring semester via Endicott email and their MyEndicott account. Dates are posted on the academic calendar over one year in advance. Semester break and vacation period information will be distributed by the Office of Residence Life through their website, student emails, posting in the residence halls, and through hall meetings. Students are expected to adhere to these published dates and times. Additionally, academic and check-in dates are located on the Endicott website under the academic calendar or on the Residence Life webpage under "Important Dates." Dates are subject to change.

### **Residence Hall Checkout**

When vacating a residence hall room, students must:

- Schedule a checkout meeting with their Residence/Area Director
- Remove all personal items from the room and apartment
- Properly dispose of all trash
- Sweep, mop, and/or vacuum the floor
- Reset the furniture to the way it was when they moved in

- Complete the checkout portion of the RCR with Residence Life at the scheduled checkout
- Close and lock all doors and windows upon final exit
- Return key(s)

Failure to complete the listed steps will result in billing for improper checkout and an improper checkout fee. Students forgo the ability to appeal assessed damages if the checkout procedures are not followed, and a checkout is qualified as improper.

At the end of the academic year, after buildings have been vacated, Residence Life staff will complete final walk-throughs to assess all rooms for damages. A formal checkout and signing of the RCR (Room Condition Report) do not guarantee additional damage will not be found/billed. All damages will be documented with labeled photographs.

\*Checkout policies for Thanksgiving/winter/spring breaks will be distributed through meetings and postings in the residence halls. Residences with direct access to the apartment/house front door will return keys for breaks.

### **Damage Policies**

The assistant director of residential facilities assesses damage costs once notified of damages from Residence Life, Physical Plant, and/or Public Safety.

- Excessive damage will result in repair costs and fines. Once levied, these charges are non-negotiable.
- If the total cost of damages and fines exceeds \$1,000, the students will be removed from their housing assignment until all costs and fines are paid and all repair work is complete.
- Non-senior students will be placed at the end of their class for the following year's room draw. If this occurs, the student will not be able to be "drawn in" by other students.
- Sanctions for senior students could include non-participation in Senior Week, prohibited from living on campus during that time frame, and not walking at Commencement.
- All students living in the apartment or unit will be held responsible for damages within the area.
- Cost of damages and fines for repairs in common areas will be assigned to the entire floor or building, as appropriate.

Students responsible for excessive damage are required to pay the full amount of the damage within two weeks. Parents/guardians will be notified of the damage assessment and payment due date at the same time as the student.

When damages occur of an accidental nature, students are expected to inform Residence Life staff immediately via email. When students take responsibility, they will be held responsible for the cost of repairs, however, they will not be fined. If damages are found by College staff, students will accrue a fine. When individuals witness damage occurring, or that has occurred, they are expected to speak to any College official or utilize the Anonymous Report Form provided online by Public Safety.

### **Damage Billing**

Damage billing at Endicott occurs throughout the year as damage happens, with the majority occurring at the end of each semester. The Office of Residence Life works in conjunction with Physical Plant, the Office of Community Standards, and the Bursar's Office to record damages, which occur within and around the residence halls, and to seek the appropriate reimbursement from the responsible parties. Assessment of common area damage occurs after a full investigative process by the staff (which includes notification to residents via email). If the responsible person(s) are not identified, the cost of repair will be equally assessed to all persons who share the common area impacted. Major items, repetitive vandalism, and damage, which is beyond the scope of normal wear and tear are the primary focus of such billing (i.e. broken windows and furniture, graffiti, significant damage to walls/fixtures, or excessive trash).

A credit of up to \$10 will be set aside for damages other than wear and tear and will be credited toward common damages. These charges cannot be appealed. Room damages differ from common area damages as they represent damage found in a student's room, or suite during health, safety, and maintenance inspections or during checkout. Students are encouraged to take responsibility for damages in their room immediately so they are not subjected to further penalties, including conduct sanctions. Students are not permitted to fix common or room damage on their own at any time. All repair and damage costs are determined using a standard cost sheet developed by Physical Plant and approved by the College (see list of charges on page 68. These standard costs are non-negotiable. Costs indicated on the cost sheet take into account industry standards for material, labor, travel, and additional factors.

Residence hall common area billing is not eligible for appeal. Students who wish to appeal damage billing within their rooms must submit a written appeal to the director of housing and residence life that includes one or more of the following grounds for appeal:

- The student was billed for damage that was indicated on their RCR during check-in.
- Another student is admitting responsibility for the damage caused. Note: In these cases, the other student must also submit a letter admitting responsibility for the damage.
- Each appeal letter must contain the student's name, campus address, valid telephone number, and Endicott ID number. Students may view damage billing charged to their account anytime by logging into their student accounts on My Endicott.
- See page 68 for the Damage Item Charge List.

### **Maintenance Issues**

Maintenance issues arise periodically. Contact your residence/area director or the Office of Residence Life about any and all maintenance issues. In the result of an urgent maintenance issue, contact Public Safety after 5 p.m. and on weekends at 978-232-2222; Monday–Friday 9 a.m.–5 p.m. please contact Residence Life directly. Please keep in mind that maintenance items are addressed in order of their priority, and some small things may take some time to be repaired.

By requesting maintenance repair, a student has granted permission for a member of the Physical Plant staff to come into the residence and make the repair. In addition, Physical Plant

personnel may enter your room to verify damages or to perform other maintenance services during working hours. To request a repair, please contact your RD/AD to ensure the request can be tracked and followed up on appropriately.

### **Trash and Recycling**

Students are responsible for timely removal of trash and recycling from their rooms and disposing of it in the dumpsters located conveniently outside the hall. Personal trash is not to be placed in bathrooms or left outside student rooms or other areas of the hall, for any length of time. Violations of this policy may result in fines and conduct sanctions being assessed.

### **Valuables**

Students are expected to keep rooms locked and keys with them at all times. The College is not responsible for lost, damaged, or stolen property. Students and parents should verify their own personal property and/or renter's insurance coverage. The College recommends that students purchase personal property insurance. If a loss or theft occurs, the student should file a loss of property report for his or her personal insurance purposes with a Residence Life staff member and report the loss to Public Safety.

### Damaged Item Charge list

Damaged Item	Parts	Labor	Damaged Item	Parts	Labor
Windows/Screens/Shades			Fire Equipment		
Room Window—Double Hung	\$200	\$100	Damaged Smoke Detector	\$65	\$50
Broken Window (Sash)	\$125	\$50	Damaged Carbon Monoxide Detector	\$100	\$50
Door Glass	\$25	\$50	Discharged Fire Extinguisher	Fire Dept. Fine	\$50 per hr. to clean
Common Area	\$125	\$100	Replace Extinguisher	\$100	\$25
Broken Window Arm (Crank Mechanism)	\$50	\$50	Miscellaneous		
Bayview Window Armature—Screws for Reattachment	\$2	\$100	Reynolds Stairwell Balisters (Price Per Spindle)	\$100	\$50
Broken Screen	\$50	\$50	All Other Balisters	\$75	\$50
Broken Screen Frame	\$50	\$50	Ceiling Tiles	\$10	\$50
Security Screen—Security Tag		\$150	Ceiling Track	\$2/ft.	\$50
Broken Shade	\$25	\$25	Thermostat	\$65	\$50
Other	Price out		Room Signs	\$20	\$50
			Peep Hole	\$10	\$25
Wall & Paint Damage			Stoneridge—HVAC Grill	\$60	\$25
Wall Damage Hole	\$75	\$100	Bathroom Fixtures		
Patch/Paint Wall	\$25	\$50	Toilet Paper Dispensers	\$75	\$25
Sticker Removal		\$25	Soap Dispensers	\$25	\$50
			Paper Towel Dispensers	\$75	\$50
Doors/Cabinets			Towel Racks/Toilet Paper Holder	\$20	\$25
Exterior Door Wood/Metal	\$350	\$150	Toilet Stall/Partitions per Section	\$125	\$100
Exterior Door Storefront	\$450	\$250	Shower Curtains/Shower Rods	\$25	\$25
Door Slab Wood (Add \$200 For Fire Rating)	\$200	\$150	Cleaning		
Frame Repair	\$50	\$150	Excessive Trash (Per Bag)		\$10
Door and Frame (Add \$200 For Fire Rating)	\$300	\$250	Carpet Cleaning—Stains		\$75
Modular Exterior Door	\$175	\$100	Graffiti—(per location)		\$50
Modular Screen Door	\$150	\$100	Excessive Cleaning (includes cigarette butts)		\$50
Modular Screen Door Hardware	\$25	\$50	Excessive Cleaning—Second Time		\$200
Modular Interior Door	\$100	\$50	Excessive Cleaning—Third Time and Beyond (+\$200)		\$300
Cabinet/Vanity Drawer front	\$25	\$75	Furniture Replacement		
Cabinet/Vanity Door	\$75	\$50	Remove and Repair	Case-by-Case	\$50

Refinished Door		\$100	Desk	\$200	\$50
6 Panel Int Door— MA/GL/NT	\$125	\$100	Desk Chair	\$150	\$50
6 Panel Int Door— MA/GL/NT + Frame	\$225	\$200	Three Drawer Dresser	\$300	\$50
			Five Drawer Dresser	\$400	\$50
Keys and Locks			Loft Bed	\$400	\$50
Lost Key		\$50	Mattress	\$200	\$50
Broken Lock—Core	\$50	\$50	Loft Safety Bar	\$35	\$50
Broken/Replace Door Knob	\$75	\$50	Three Seat Sofa	\$750	\$50
Broken/Replace Lock Body	\$150	\$50	Two Seat Loveseat	\$600	\$50
			Upholstered Chair	\$400	\$50
Lights			Dining Table	\$500	\$50
Interior Fixture	\$25	\$50	CoffeeTable	\$250	\$50
Exterior Fixture	\$100	\$50	Dining Table	\$225	\$50
Broken Light Cover		\$50	Microwave	\$200	\$50
Broken Light Bulb		\$20	Television	\$400	\$50
Fire Exit Sign	\$100	\$50	VCR/DVD	\$200	\$50
Emergency Light/Exit Combo	\$150	\$100			

\*\*\*Labor = \$50.00 For One Hour Minimum—Each Visit

NOTE: Prices are subject to change. Additional damages other than what is listed above will be assessed on a case-by-case basis.

# College Policies & Procedures: Public Safety and Police

## **Department of Public Safety and Police**

Endicott's Police Department is a 24-hour-a-day operation charged with the protection of persons and property within the grounds of Endicott. Led by the chief of police, the department is comprised of sworn police officers who have attended Massachusetts State Police Academy or its equivalent as well as attending annual in-service training programs. Upon completion of a police academy, Endicott police officers have full law enforcement and arrest authority as special state police officers under Massachusetts general law Chapter 22c section 63, in or upon the lands and structures owned, used, or occupied by the College. Endicott police officers have the authority to enforce violations of Massachusetts General Laws. Sworn officers are also commissioned as deputy sheriffs, thus expanding their police authority throughout Essex County. Sworn campus police officers are armed with firearms.

The Department also has non-sworn public safety officers who are assigned as dispatchers or work campus events and details and do not have sworn police powers and therefore do not enforce Massachusetts criminal violations. Although public safety officers have no arrest powers, they are an essential part of the department and are empowered by the College to uphold College policy.

Both Endicott police and public safety officers are trained as first responders and some police officers are emergency medical technicians. Annual in-service training is provided to all officers and they frequently participate in specialized training programs to enhance their professional development.

In addition to conducting foot and mobile patrols of the campus on a regular basis, both Endicott police and public safety officers provide medical escorts as requested, respond to emergencies and suspicious activities, and investigate concerns that students or staff may have. They work collaboratively with the Beverly Police Department, as well as the Beverly Fire Department to conduct scheduled inspections.

The Endicott College Police also provide ongoing workshops and informational meetings on safety issues for all community members.

The Department also has on-staff civilian administrators, graduate assistants, and student workers.

### **Driving while impaired—use of breath alcohol testing devices**

Driving under the influence of alcohol or drugs poses a serious threat to the individual and community; therefore, the College will take immediate action to eliminate this threat. Public safety officers are authorized to stop drivers that are suspected of operating a motor vehicle

while impaired or who exhibit any threat to the community and at a minimum must remove the driver from the road.

If an officer believes that the individual is impaired (alcohol and/or drugs), the officer may have the individual perform a number of sobriety tests and give the individual the option of submitting to an intoxilyzer test. Submitting an intoxilyzer test is strictly voluntary. Endicott adheres to the state law and legal limit(s) for purposes of determining intoxication (0.08 for 21+ and 0.02 for under 21 persons).

Whether an intoxilyzer test is performed or not, officers can still deem an individual under the influence or impaired based on his or her observations.

Students found in violation of this section will be required to relinquish their keys to a public safety officer, have their car towed off campus, and may be placed under arrest pursuant to Massachusetts general laws.

All students in violation of this section will be referred to the College's judicial process. Keys will be returned once the student has gone through the judicial conduct process, or after a time deemed appropriate by College officials. Students found responsible during the conduct process for driving while impaired will lose their vehicle privileges for a minimum of the remainder of the semester or up to the full academic year, with no parking fee refund. The determination of the hearing officer shall be final. During the conduct process, students found not to have been impaired will have their vehicle privileges restored.

Students who refuse to relinquish their vehicle keys, or if an officer feels that a student may still attempt to use their vehicle after their keys have been turned over, may have their vehicle towed off campus at the owner's expense, to ensure community and student safety.

### **Access Control Officers**

Access Control Officers are private security personnel contracted to provide additional coverage during designated nights and hours when enhanced oversight of residence halls and other campus buildings is needed. These officers are authorized to:

- Verify identification cards for individuals entering controlled areas;
- Conduct bag checks for illegal drugs, alcohol, or weapons; and
- Monitor access points to ensure compliance with campus security policies.

Access Control Officers are in cell phone contact with the Endicott Police and a roving supervisor. For any violation found or problem with students and/or non-students these officers will contact the Endicott Police, the roving supervisor, or the Residence Life Staff, as appropriate to respond to the situation. Areas that are revealed as problematic are reviewed and discussed by Administrators from the Student Affairs Office, Endicott Police, Facilities Management, Residence Life, and other concerned personnel.

### **Anonymous Hotline**

Endicott has established an anonymous hotline where students can report activity taking place within the Endicott community that is contrary to the ideals and values of the College. If you see an incident taking place, and would like to report it anonymously, please call 978-998-7777, or ext. 7777 from on campus. An administrator appointed by the College president and/or Public Safety personnel will retrieve this message and investigate as deemed necessary. The caller may indicate their name or leave an anonymous message.

### **Anonymous Reporting Form**

Also available is an anonymous reporting form where students can report activity taking place within the Endicott community that is contrary to the ideals and values of the College. This form can be located on the Endicott website at [endicott.edu/crimetips](http://endicott.edu/crimetips).

### **Campus Alert System**

Endicott's emergency mass-notification system, EC Alerts, is built upon the e2Campus platform for Omnilert, LLC. Once registered, users will be able to receive notifications of campus emergencies and school cancellations on mobile devices capable of receiving SMS text messaging.

Community members with a valid Endicott email address can register for the service online through the Endicott College website ([www.endicott.edu/ecalerts](http://www.endicott.edu/ecalerts)). Students have the ability to add their parent or guardians' information to their account as well so they can also receive the alert notifications. While EC Alerts is an opt-in system, the entire Endicott College community is highly encouraged to participate. Users should be aware that charges for SMS text messaging from their mobile carriers may apply.

### **Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (The Clery Act)**

The Clery Act is a federal law designed to ensure that people are properly informed about campus crimes. Originally named the Crime Awareness and Campus Security Act of 1990, the policy was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) in 1998.

Under the Clery Act, any postsecondary institution that participates in federal Title IV student financial assistance programs is required by law to:

- issue an annual security report that discloses campus crime statistics to current and prospective students, employees, and the U.S. Department of Education.
- advise students and employees of Clery crimes and issue timely safety warnings and emergency notifications for crimes that pose a serious or continuous threat to the campus community.
- make available its campus security policies.
- maintain a public, daily log of reported crimes.

Individuals in certain positions throughout campus are designated as Campus Security Authorities (CSAs), and they are required to promptly report Clery crimes of which they are

aware so that the incidents can be included in campus crime reports in accordance with the Clery Act. CSAs also help promote campus safety because timely reports allow campus police to issue alerts when others on campus may be in danger.

### **Annual Security Notice of Availability**

The Clery Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Endicott College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of the report by contacting the Endicott Police or by accessing [endicott.edu/crimestats](http://endicott.edu/crimestats).

### **In-Line Skating, Bicycles, Skateboards, Scooters**

For the safety of everyone, the use of in-line skates, skateboards, scooters, bicycles, or any other wheel-utilizing recreational equipment is not permitted inside any College building, as well as designed plazas, exterior staircases, railings, or entrances. Bicycles are not permitted in residence hall rooms.

Bike racks are provided at several locations on campus for storage. Care and caution should be used at all times on campus roadways, walkways, and parking areas when using any type of recreational equipment. The use of protective gear, especially helmets, is strongly encouraged.

### **Missing Student Notification Policies & Procedures**

Anyone suspecting a student or employee has been missing should immediately notify the Endicott College Police or the Office of Student Affairs.

Any student may identify a contact person or persons for whom the College will notify with the determination by the police that the student is missing. The requested contact information should be noted on the student's MyEndicott record. As with all information on a MyEndicott record, the contact would be confidential and accessible only to authorized campus officials, not to be disclosed to anyone else, except law enforcement personnel in furtherance of a missing person investigation.

The College must inform the parent or guardian of students under 18 years of age and not emancipated with the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

### **Pepper Spray Policy**

Certain pepper spray canisters are allowed by persons 18 years of age or older for personal self-defense purposes. Pepper spray canisters must be standard form personal use size (2.5oz or smaller). Pepper spray canisters must not be in the form of a firearm or anything resembling a firearm. Only oleoresin capsicum form pepper spray is allowable in aerosol form (no gels allowed). Anyone wishing to carry pepper spray on campus must register it, in person, with the Public Safety & Police Department prior to carrying it on their person or storing it on campus.

If pepper spray is not registered properly and is located on campus, it will be considered a dangerous weapon (under MGL 266 13J) and subject to confiscation and sanctioning.

A new registration must be submitted at the beginning of each academic year. If any of the registration information changes during the academic year, you must contact the Public Safety & Police Department with the updated information.

# College Policies & Procedures: Parking & Traffic Regulations

## PURPOSE

The Department of Public Safety and Police has been delegated the authority to enforce parking regulations necessary for the safety and welfare of the College community. From time to time it may be necessary to amend, rescind, modify, or edit existing parking regulations at which time appropriate notifications will be made to the College community.

The Parking and Traffic Office is located in the lobby of the Public Safety Center at the main entrance of the College. For the academic year 2025–2026, the business hours of the Parking and Traffic Office are:

- Monday through Friday: 8:00 a.m.–4:00 p.m.
- Saturday & Sunday: CLOSED

## SCOPE

The complete Parking and Traffic Regulations, applicable to all Endicott community members are available online on the [Parking and Traffic Webpage](#).

The parking and traffic regulations apply and govern all students, faculty, staff, and visitors of the College. College parking regulations are part of the terms and conditions placed upon students, faculty, staff, and visitors when entering onto the private property of Endicott to park motor vehicles and to operate a motor vehicle on the College roadways and within its parking facilities.

It is the responsibility of all Endicott community members bringing a vehicle to campus to read and follow these policies and regulations. Please contact the Parking and Traffic Office with any questions:

Phone: 978-232-2227 or ext. 2227 from an on-campus phone.

Email: [parking@endicott.edu](mailto:parking@endicott.edu)

Fax: 978-232-5226

## REGISTRATION

All vehicles parked on Endicott College property must be properly registered, and display the proper identification (either a campus parking decal or visitor parking pass). Violators are subject to ticketing and/or towing at the owner's expense.

## TOWING

The Endicott Public Safety and Police Department is authorized to remove, impound, or immobilize any vehicle on College property at the owner/operator's risk and expense. If possible, an attempt will be made to identify, locate, and notify the owner prior to the towing of a vehicle off-campus.

Visit the [Parking and Traffic Webpage](#) to review the complete Parking and Traffic Regulation for examples of when towing may be necessary, billing information, tow yard location/contact, and inventory guidelines.

## **TRANSPORTATION SERVICES**

Student Affairs provides shuttle services to accommodate students, faculty, and staff who wish to get off campus while saving money. All shuttle services are free with an Endicott ID. For more information, please refer to

Callahan Center, Residence Life, [transportation@endicott.edu](mailto:transportation@endicott.edu), 978-232-2141  
[Campus Transportation and Shuttle Services](#)

Endicott provides numerous modes of transportation for students both on and off-campus.

Take the off-campus shuttle that leaves from the Post Center, Friday through Sunday, to explore more of the North Shore. The shuttle makes stops at the Beverly Depot, Liberty Tree Mall, North Shore Mall, and Walgreens. For issues with the shuttle during business hours contact the Transportation Office at 978-232-2141 and for after-hours contact Endicott Police at 978-232-2222.

Shuttle services are free to all Endicott students. Updated schedules for the Beverly Depot and off-campus shuttles can be found online at [endicott.edu/shuttle](#). Services are subject to change based on usage, holidays, and inclement weather. Arrive at shuttle stops five minutes before scheduled arrival to better guarantee pick-up.

Whether you have an internship in Boston or want to explore more of the area, an MBTA Commuter Rail pass or Link Pass might be the answer for you. Endicott is partnered with the MBTA to offer an 11% discount on monthly passes for the fall and spring semesters. For more information, email [transportation@endicott.edu](mailto:transportation@endicott.edu).

Endicott has also partnered with Zipcar to offer its car-sharing service to Endicott community members. Log onto [zipcar.com/endicott](#) for more information.

### **Safe Ride Van:**

Primarily for those students who are walking alone late at night who require a safety escort, the Safe Ride van will operate on a campus route during the academic year. The van will operate Thursday, Friday, and Saturday nights from 9 p.m. to 3 a.m. Students should utilize the posted campus shuttle stops, to board this Safe Ride shuttle van.

NOTE: Due to the coronavirus (COVID-19) pandemic, plans for on- and off-campus shuttle services may be revised and will be posted at a later date.

# Getting Involved and Student Organizations

Dean of Students Office  
Email: [activity@endicott.edu](mailto:activity@endicott.edu)  
Phone: 978-232-2141  
Fax: 978-232-3003  
[endicott.edu/studentactivities](http://endicott.edu/studentactivities)

Student Affairs collaborates to serve as a hub of student involvement initiatives designed to educate students through relationship building, leadership, advising, program planning, and experiential opportunities.

Student Affairs offers late-night and weekend programming throughout the academic year and runs a variety of programs including educational speakers, comedians, movie nights, off-campus trips, beach days, and much more. Student Affairs also manages transportation on campus and in the location area including shuttles, van rental, and MBTA discount monthly commuter passes.

Student Government Association (SGA)  
Email: [sga@endicott.edu](mailto:sga@endicott.edu)  
Advisor: AJ Andreucci, Associate Dean of Students

The Endicott Student Government Association (SGA) is the elected governing body that exists to ensure that the students' views are considered in the operation of the institution. The mission of the Student Government Association is to make a positive impact on the Endicott community by addressing student issues, making formal recommendations to the administration, and serving as a student advocacy group.

SGA addresses students' concerns and interests and works in cooperation with faculty, staff, and administration.

## Student Clubs & Organizations

### Student Organizations at Endicott

A student club or organization is a group of undergraduate students that are committed to enriching the learning environment through extracurricular programs and activities. Clubs and organizations are open to all full-time, currently enrolled Endicott undergraduate students. They should be formed for the purpose of social, educational, and leadership development. No organization will be allowed to institute or exercise discriminatory practices. All organizations are responsible for abiding by the rules and regulations (academic, financial, etc.) that govern Endicott.

**In order to be a recognized club or organization on campus, representatives from the organization must:**

- Register the organization. Registration can be found in the Student Organization Handbook.
- Appoint a faculty or staff adviser to the organization. This adviser must be a full-time employee of Endicott.

**The benefits of being a recognized club or organization at Endicott include:**

- Eligibility to receive funding from the Student Government Association Finance Board
- Use of Student Affairs materials
- Advising and support from the Assistant Director of Student Experience
- Ability to book spaces through the Dean of Students Office
- Ability to use campus facilities and services
- Ability to sponsor speakers and activities at the College
- Posting and programming privileges
- Listing in all official Endicott publications
- Opportunity to participate in leadership development programs
- Permission to use the Endicott name in conjunction with programs and activities

**Funding Requests**

Registered clubs and organizations may submit funding requests to apply for money to support programs and events. Requests must be submitted at least two weeks before the funds are needed. All funding requests are reviewed by the Student Government Association Finance Board. The SGA Finance Bylaws outline the guidelines for requesting funds, events, or programs eligible to receive funds and the process for reimbursements.

**Starting a New Organization**

We are always looking to grow our involvement opportunities at Endicott. If you have an idea for a new organization, you can get more information by contacting Morgan Riessen at [mriessen@endicott.edu](mailto:mriessen@endicott.edu).

In order to be approved, the organization must have at least five appointed founding officers, and a faculty or staff adviser. Upon submission of this form, the Assistant Director of Student Experience will contact the applicant to set up a time to review the proposal and to inform the club of the next steps.

**Community Involvement Fair**

At the beginning of each semester, Student Affairs hosts a community involvement fair. This is a great chance for your organization to show its faces to the greater campus community and recruit more members.

# Getting Involved and Student Organizations: On-Campus Marketing & Publicity

Marketing your student organization's programming and meetings is an important way to increase involvement. Student organizations must register their events using the event registration form on MyEndicott in order for their event to be marketed on campus. Here are some guidelines for marketing your student organization:

## **Flyers**

All flyers must be approved by Student Affairs. Flyers are not allowed to be hung on windows or doors. You may only hang a flyer seven days prior to your event.

## **Social Media**

Please contact the Dean of Students Office if you would like to set up a social media (Facebook, Instagram, or Twitter) account for your student organization. All clubs and organization's social media accounts must adhere to the Office of Communications and Marketing social media guidelines.

## **Campus TV Screens**

Please contact the Dean of Students Office if you would like your announcement/event included on screens around campus.

## **Clubs & Organizations Logos**

All clubs and organizations must adhere to the Office of Communications & Marketing logo guidelines for clubs and organizations. For new clubs or organizations, the Office of Communications & Marketing can help in the creation and design of a logo. Please contact the Dean of Students Office for more information.

## ***Endicott Observer***

For more information about advertising in the Endicott Observer, please contact [observer@endicott.edu](mailto:observer@endicott.edu).